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CERTIFICATION PREP

Microsoft PowerPoint 2010

Common Occupational Readiness Essentials

D. Michael Ploor

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Common Occupational Readiness Essentials

by

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Table of Contents

Lesson 1 Basic Overview 5

Lesson 2 Beginning PowerPoint 2010 15

Lesson 3 Enhancing a Basic Presentation 27

Lesson 4 Tables and Bullets 35

Lesson 5 Chart Templates 38

Lesson 6 Creating an Organizational Chart Using SmartArt 43

Lesson 7 Hyperlinks and Buttons 47

Lesson 8 Proofing and Publishing 49

Lesson 9 Transitions and Timing 56

Lesson 10 Graphics and Photo Albums . . . 60

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Introduction

The Common Occupational Readiness Essentials (CORE) series of certification preparation guides focuses on mastering the essential basic skills needed as a workplace-ready user of the software. The goal of each CORE certification preparation guide is to provide practice in each essential basic skill required by employers who use the software. To prove workplace readiness, you will also be prepared to take the official certification exam for the software.

CORE Microsoft PowerPoint 2010 will help prepare you to take the Microsoft Office Specialist (MOS) Microsoft PowerPoint 2010 certification exam. It provides step-by-step instruction for the features and commands covered on the certification exam. The focus of the lessons is to practice *using* the actual commands and features instead of creating a complete end product. Additionally, there is no downloading of files. All lesson content is created using the software. Furthermore, each certification preparation guide is broken down into small learning units to enable better comprehension and application of the software. Where required, answers are provided at the back of the certification preparation guide.

Certification as a Microsoft Office Specialist demonstrates an aptitude with Microsoft Office software. MOS certification is offered for Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access, Microsoft SharePoint, and Microsoft OneNote. Certification exams are provided by Certiport, Inc., through various testing facilities. Visit www.certiport.com for more information on registering for certification exams.

About the Author

D. Michael Ploor is the author of the CORE series of certification preparation guides. Mr. Ploor's students have achieved exceptional results with the CORE certification preparation guides. His students collectively pass more than 500 industry certification exams each year without the need for other preparation materials. Mr. Ploor has demonstrated the strength of integrating the CORE guides in a diverse mix of courses.

Mr. Ploor is also the author of three textbooks on the subject of video game design: *Introduction to Video Game Design, Video Game Design Foundations,* and *Video Game Design Composition.* He is a National Board Certified Teacher in Career and Technical Education and holds an MBA degree from the University of South Florida. He maintains professional teaching credentials in Business Education and Education Media Specialist.

Mr. Ploor is at the forefront of innovative teaching and curriculum. He developed STEM curriculum while serving as the lead teacher in the Career Academy of Computer Game Design at Middleton Magnet STEM High School. Mr. Ploor has applied his skills as a STEM Curriculum Integration Specialist in designing innovative curriculum and by collaborating to construct the state standards for video game design in several states. He has also been instrumental in authoring competitive events for Career and Technical Student Organizations such as the Future Business Leaders of America (FBLA) and Phi Beta Lambda (PBL).

In addition to publishing textbooks and lessons, Mr. Ploor provides professional development as a frequent presenter at regional and national conferences to promote CTE education and video game design curriculum.

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Lesson 1
Basic Overview

Objectives

Students will be able to describe the interface of Microsoft PowerPoint 2010. Students will be able to access the Microsoft PowerPoint 2010 help system. Students will be able to identify command buttons in Microsoft PowerPoint 2010.

Introduction

Microsoft Office is a suite of software productivity tools. Through various versions, Microsoft Office has existed for over two decades. It is widely used in business, education, and homes around the world. The software suite consists of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Outlook, and several other software productivity tools. Microsoft Word is a word-processing program. Microsoft Excel is a spreadsheet program. Microsoft PowerPoint is a presentation program. Microsoft Access is a database-managing program. Microsoft Outlook is a personal-information management program that includes e-mail management.

Ribbon

The main command interface in Microsoft Office 2010 is the ribbon. The ***ribbon*** is a centralized location for accessing commands and functions. It consists of ***tabs***, which each contain groups of related command buttons. The name of each tab appears along the top of the ribbon. There are nine default ribbon tabs in Microsoft PowerPoint 2010, as shown in **Figure 1-1.** These are **File**, **Home**, **Insert**, **Design**, **Transitions**, **Animations**, **Slide Show**, **Review**, and **View**. Additional ribbon tabs may be present as add-in extensions to the product or based on the current selection.

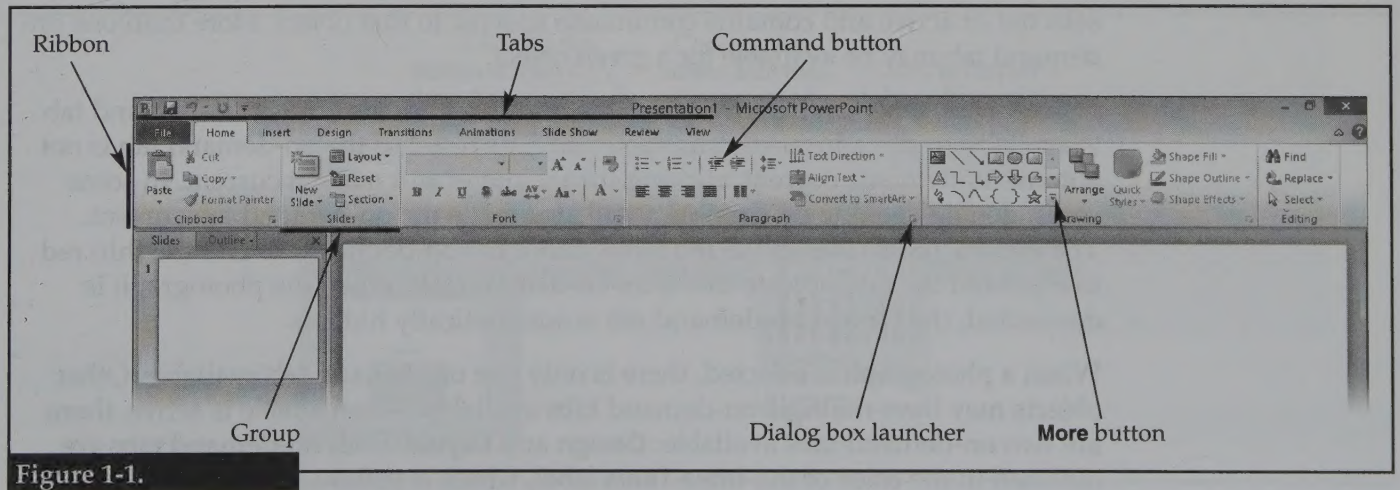

Figure 1-1.

The default ribbon tabs in PowerPoint 2010.

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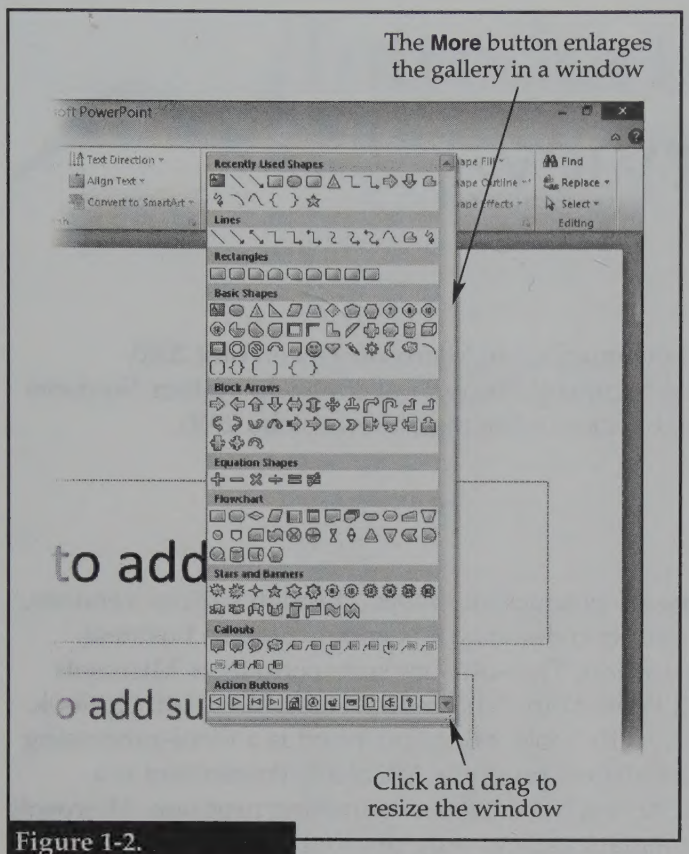

Figure 1-2.

The More button displays additional command options.

Understanding how commands are organized in the ribbon tabs is the first step to finding a command. The ribbon is designed to display commands grouped by how a typical user will need to access them. When a tab is clicked, it is made visible in the ribbon, and the commands contained on it can be accessed. The commands on a tab are organized in groups. A ***group*** contains command buttons that have similar or related functions. For example, the **Font** group on the **Home** tab of the ribbon contains command buttons for changing the font size, font style, font color, and other text formatting.

Many groups have expanded options beyond what is visible in the tab. In the bottom-right corner of these groups is a small diagonal arrow, called the dialog box launcher, as shown in **Figure 1-1.** When clicked, the ***dialog box launcher*** opens a specific dialog box related to the command buttons displayed in the group.

In some groups, options may be displayed in a gallery. To see additional options, click the **More** button. The gallery is enlarged in a window to display all choices in the gallery and, in some cases, additional command options. As shown in **Figure 1-2,** the **More** button in the **Drawing** group of the **Home** tab displays all shapes that can be added to a slide. If more space is needed to display all choices, the window can be resized by dragging its lower-right corner.

More

On-Demand Tabs

Office 2010 hides many commands until they are needed. This saves space on the ribbon. One method of hiding commands is the **More** button discussed in the previous section. Another method is through on-demand ribbon tabs. An ***on-demand tab,*** also called a ***contextual tab,*** is available when a certain object is selected or active and contains commands specific to that object. More than one on-demand tab may be available for a given object.

For example, when an inserted photograph is selected, the **Format** on-demand tab is available and made current, as shown in **Figure 1-3.** If the on-demand tab is not automatically made current, clicking the tab name will make it current. In some cases, double-clicking on the object will also make the on-demand tab current. The **Picture Tools** label in the red block above the on-demand tab and the thin red line around the tab indicate this is an on-demand tab. When the photograph is deselected, the **Format** on-demand tab is automatically hidden.

When a photograph is selected, there is only one on-demand tab available. Other objects may have multiple on-demand tabs available. When a table is active, there are two on-demand tabs available: **Design** and **Layout.** Both on-demand tabs are outlined in the color of the **Table Tools** label, which is yellow.

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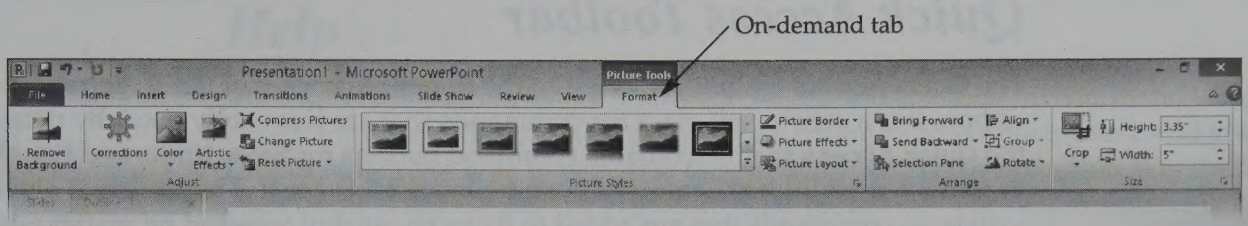

Figure 1-3.

The Format tab is an on-demand tab.

Ribbon Drop-Down Menus

Additional options for a feature may be contained in a drop-down menu on the ribbon. A ***drop-down menu*** is a list of options or settings for a feature that is displayed by clicking the drop-down arrow button, as shown in **Figure 1-4.** In function, a drop-down menu is similar to the **More** button discussed earlier. In some cases, clicking the command button itself displays a drop-down menu. In other cases, the drop-down arrow button next to the command button must be clicked to display the drop-down menu because clicking the command button activates the command.

Mini Toolbar

Office 2010 has a feature called the mini toolbar. The ***mini toolbar*** contains text-formatting commands and is displayed near selected text. The commands it contains are available on the ribbon, but the mini toolbar is offered as a convenient point-of-use method of accessing the commands. When text is selected and the cursor is near the selection, the mini toolbar is displayed near the selection in a faded or transparent state. To activate the mini toolbar, move the cursor over it and the toolbar is displayed opaque or solid. The text-formatting commands in the mini toolbar can then be accessed. If the cursor is moved away from the mini toolbar or the selected text, the toolbar is hidden. To redisplay the mini toolbar for the selection, the text must be reselected. Right-clicking on the selected text also displays the mini toolbar, along with a shortcut menu. A special mini toolbar is displayed when an image is right-clicked that contains commands for working with the image.

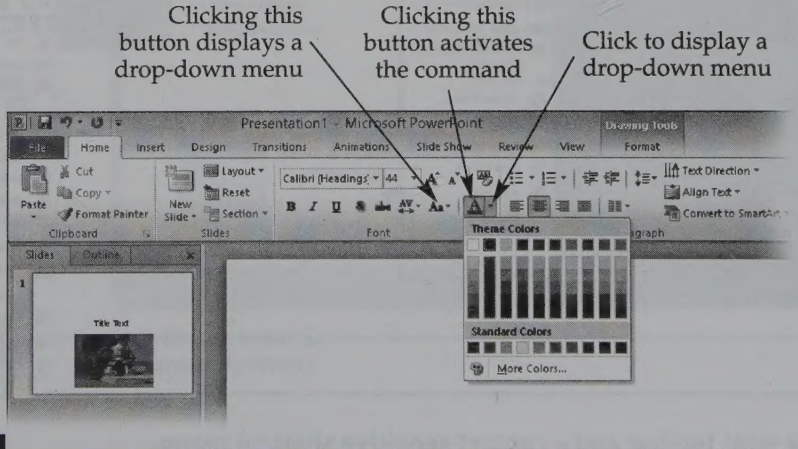

Figure 1-4.

A drop-down arrow button displays a drop-down menu.

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Quick Access Toolbar

The **Quick Access** toolbar is located in the upper-left corner of the screen above the ribbon. It is a convenient place for commands that are frequently used. By default, the **Quick Access** toolbar contains command buttons for **Save**, **Undo**, and **Repeat** or **Redo**, but additional commands can be easily added to it. The toolbar is always visible, so commands that are added to it can be quickly accessed no matter which ribbon tab is currently active.

Getting Assistance

Microsoft Office provides several ways to get assistance with a command or task. It provides intuitive assistance, help resources, and key tip badges.

Intuitive Assistance

Intuitive assistance occurs when Microsoft Office attempts to understand what you are trying to do and automatically displays options. The purpose of the intuitive assistance is to save you time searching for tools and functions.

For example, double-clicking certain objects displays an on-demand ribbon tab containing commands that will help you modify the object. To ***double-click*** means to quickly press the left mouse button twice.

TIP
If you are having trouble finding a command, try double-clicking or right-clicking to see if Microsoft Office will provide intuitive assistance.

Additionally, intuitive assistance can occur when an image or selected text is right-clicked, as shown in **Figure 1-5.** To ***right-click*** means to press the right mouse button once. If text is right-clicked, the mini toolbar is displayed containing text-formatting commands. If an image is right-clicked, the mini toolbar is displayed containing commands for modifying the image. A context-sensitive shortcut menu is also displayed whenever the user right-clicks. A ***context-sensitive shortcut menu*** contains commands that are specifically related to the item that was right-clicked.

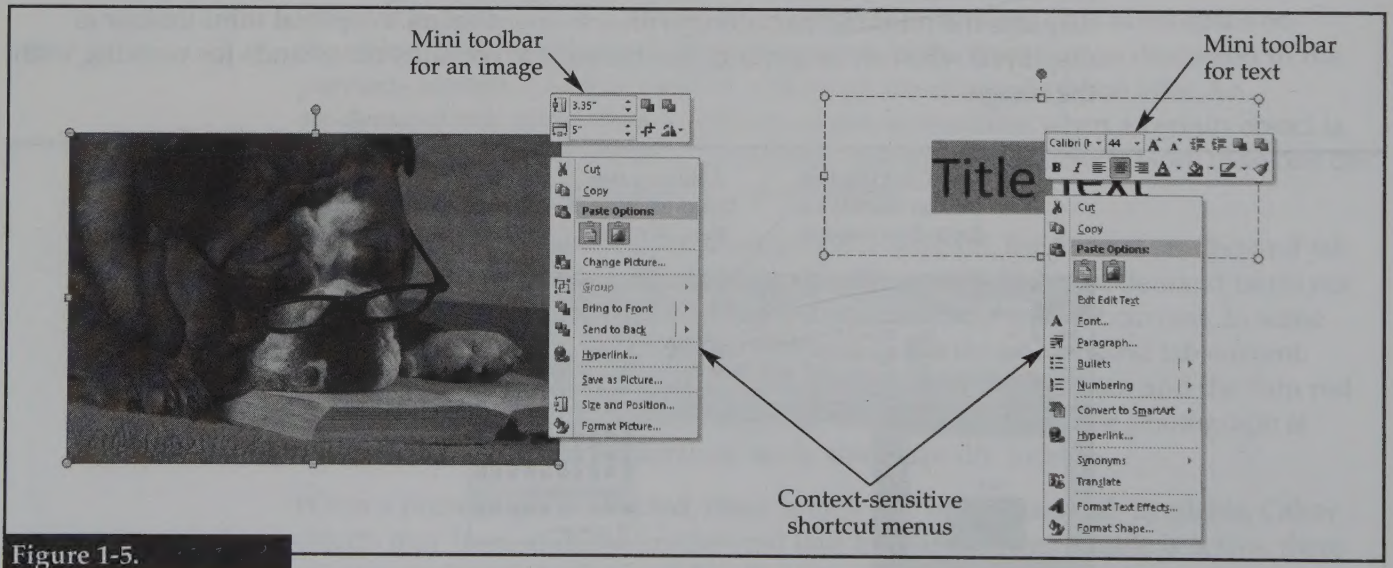

Figure 1-5.

Right-clicking displays a mini toolbar and a context-sensitive shortcut menu.

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Help

Help

Microsoft Office offers help resources in which you can look up commands and search for topics. These can be useful when trying to accomplish a task and you cannot remember how to complete the steps needed. The **Help** button is at the far right of the screen under the Windows close button (X). The help resources can also be displayed by pressing the [F1] key.

The help resources are displayed in a new window, as shown in **Figure 1-6.** A topic can be selected from those listed. Or, a word or phrase can be entered in the text box and the resources can be searched for that keyword or phrase. For example, to find out how to broadcast slides to remote viewers, the keyword may be broadcast or the key phrase may be remote viewers. Search results are displayed in the window. The more specific the keywords, the more relevant the results will be. If the search returns no results, try using less-specific keywords or phrases.

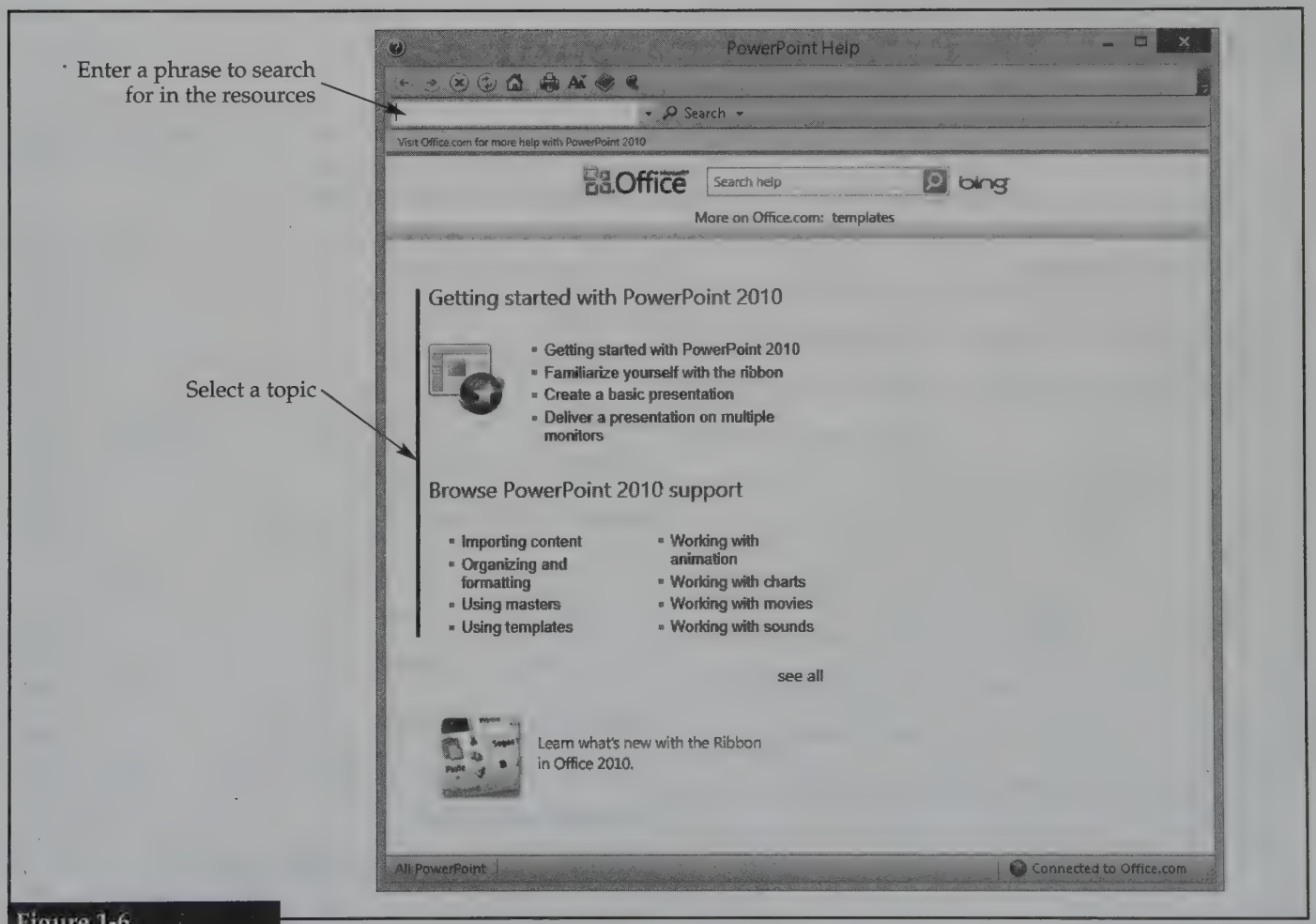

Figure 1-6.

Using the help resources.

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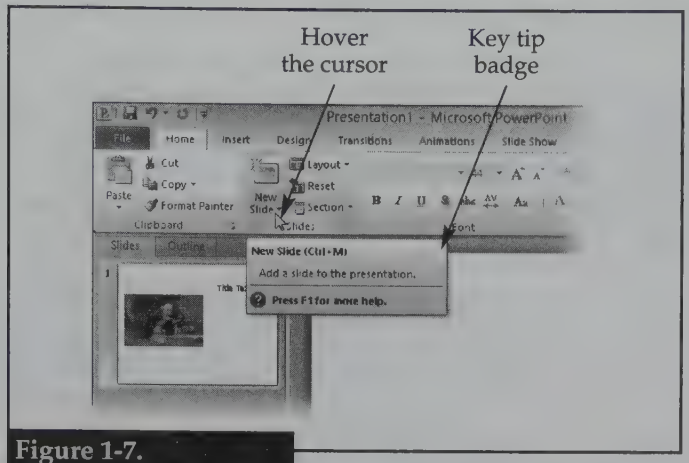

Figure 1-7.

Key tip badges can provide help on what function a command button performs.

Key Tip Badges

The commands on the ribbon are most often displayed as buttons, each with an icon. An icon is a small image that gives the user a visual clue to the command executed by the button. To find out the function of a button, hover the cursor over the button. To ***hover*** is to pause the cursor over the button without clicking or moving the mouse. After a moment, a key tip badge is displayed, as shown in **Figure 1-7.** A ***key tip badge,*** also called help text, displays the name of the command and provides a brief description of the function it performs. It also shows the hot key for the command. A ***hot key,*** also called an ***access key,*** is a keyboard key or key combination that can be used to activate the command instead of clicking a button with the mouse.

Activity 1-1
Ribbon Location Scavenger Hunt

List the name of the correct ribbon tab where the command for the listed function would be most likely located. Fill in the ribbon tab name as **File**, **Home**, **Insert**, **Design**, **Transitions**, **Animations**, **Slide Show**, **Review**, or **View**.

	Ribbon Tab Name	Function Description
1		Bold text
2		Add a transition to a slide
3		Display the slide show starting on the current slide
4		Display the animation pane
5		Change slide orientation to portrait
6		Add a picture
7		Translate text to Spanish
8		Change the zoom setting
9		Apply a background style to the slide
10		Find a specific word in the presentation
11		Print the presentation
12		See the presentation with speaker notes
13		Start a numbered list
14		Add a chart
15		Check spelling
16		Draw a shape on the slide

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17		Add a blank slide
18		Show the ruler or grid lines
19		Set the duration of a transition
20		Add a new comment
21		Add audio
22		Display the presentation in grayscale
23		Add a sound to play with the slide transition
24		Change the page size for slides
25		Set the slide to advance on a mouse click
26		Apply a preset animation
27		Add a built-in equation
28		Change the order of animations on the slide
29		Display the master slide
30		Add a comment to the presentation
31		Send the presentation as an e-mail attachment
32		Add slide numbers at the bottom of the slides
33		Add video to the slide
34		Compare the content in two presentations
35		Check for any issues with the document
36		Paste a copy of a picture used earlier in the presentation
37		Open a recent presentation created on the same computer
38		Rehearse the presentation
39		Restrict others from editing the presentation
40		Preview the transitions on the current slide
41		Insert a basic matrix SmartArt
42		Change the page setup for the slides
43		Hide the current slide in the presentation
44		Start a new presentation using a template
45		Apply a preset theme to the presentation
46		Find a synonym using the thesaurus
47		Use the format painter
48		Set a special start trigger for an animation
49		Show the **Reviewing Pane**
50		Add clip art to the slide

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Activity 1-2
Icon Name and Function

Complete the table with the command name and function for the icons shown. Hover the cursor over buttons to display the command name and function in a key tip badge.

	Icon	Command Name	Command Function
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Lesson 2 Beginning PowerPoint 2010

Objectives

Students will start a new PowerPoint presentation. Students will modify text within a text box. Students will add clip art to a slide. Students will explain soft and hard returns. Students will apply basic animations to objects and text. Students will add slides to a presentation. Students will insert images onto a slide. Students will create slides from an existing outline document. Students will set up slide masters.

How to Begin

Before working in PowerPoint, you will create some assets that will be imported into a presentation. One asset will be a freely distributed image located on the Internet. Another asset will be created in Microsoft Word.

1. Using an Internet browser, search for an image of something round that represents an interest of yours, such as a baseball or basketball for sports, a planet for astronomy, an orange or egg for culinary, and so on.

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2. Select an image that is marked as "free use" or "freely distribute," and use the browser command to save the image as Round Interests in your working folder.
3. Search for a free-use sound file of a bell, and save it as Bell in your working folder.
4. Close the Internet browser, launch Microsoft Word, and start a new document.
5. On the first line, add the text My Family.
6. Start a new line, and add the text My Profile.
7. Start a new line, and add the text My Music.
8. Save the document as Outline in your working folder.
9. Close Microsoft Word.

Beginning a Presentation

Layout

10. Launch PowerPoint 2010.
11. Click the **Layout** button in the **Slides** group on the **Home** tab of the ribbon. A drop-down menu is displayed. Notice each layout format has a name.
12. In the drop-down menu, click the **Two Content** option. The slide layout changes to a title text box at the top and two content text boxes side-by-side below it, as shown in **Figure 2-1.** A ***text box*** contains text and can float around the page. It may have a border and a background.
13. Click in the title text box, which contains the placeholder text Click to add title. The placeholder text disappears and a vertical bar appears. The vertical bar indicates the insertion point where text will be placed. Also notice the **Format** on-demand tab is available in the ribbon, but not active.
14. Add the text My Favorite Things. The text is automatically centered because this text box is formatted to have centered text.
15. To resize the text box, click one of the handles and drag. ***Handles*** are small squares or dots that appear at key points on the selected object and can be used to resize or rotate the object, as shown in **Figure 2-2.** Resize the text box so it is only as wide as the title.

TIP
By default, if a text box is resized smaller than the text it contains, PowerPoint will reduce the point size of the text in an attempt to keep all of the text visible.

16. Click the frame of the text box, hold, and drag the text box so it is at the very top of the slide in the middle. As you drag, the cursor is the standard four-arrow move cursor.
17. Click **Save As** in the **File** tab of the ribbon. A standard save as dialog box is displayed.
18. In the dialog box, click the **Save as type:** drop-down arrow. Notice that a PowerPoint presentation can be saved in many formats including PDF, web page, and image formats such as GIF, JPEG, and PNG. Click **PowerPoint Presentation** in the drop-down list.
19. Save the presentation as *LastName*_My Favorite Things in your working folder.

Modifying Text in a Text Box

20. Click the **Home** tab in the ribbon to make it active.
21. Select the *My Favorite Things* text by clicking at the start of the text, holding down the left mouse button, and dragging to the right. Text is highlighted when it is selected.

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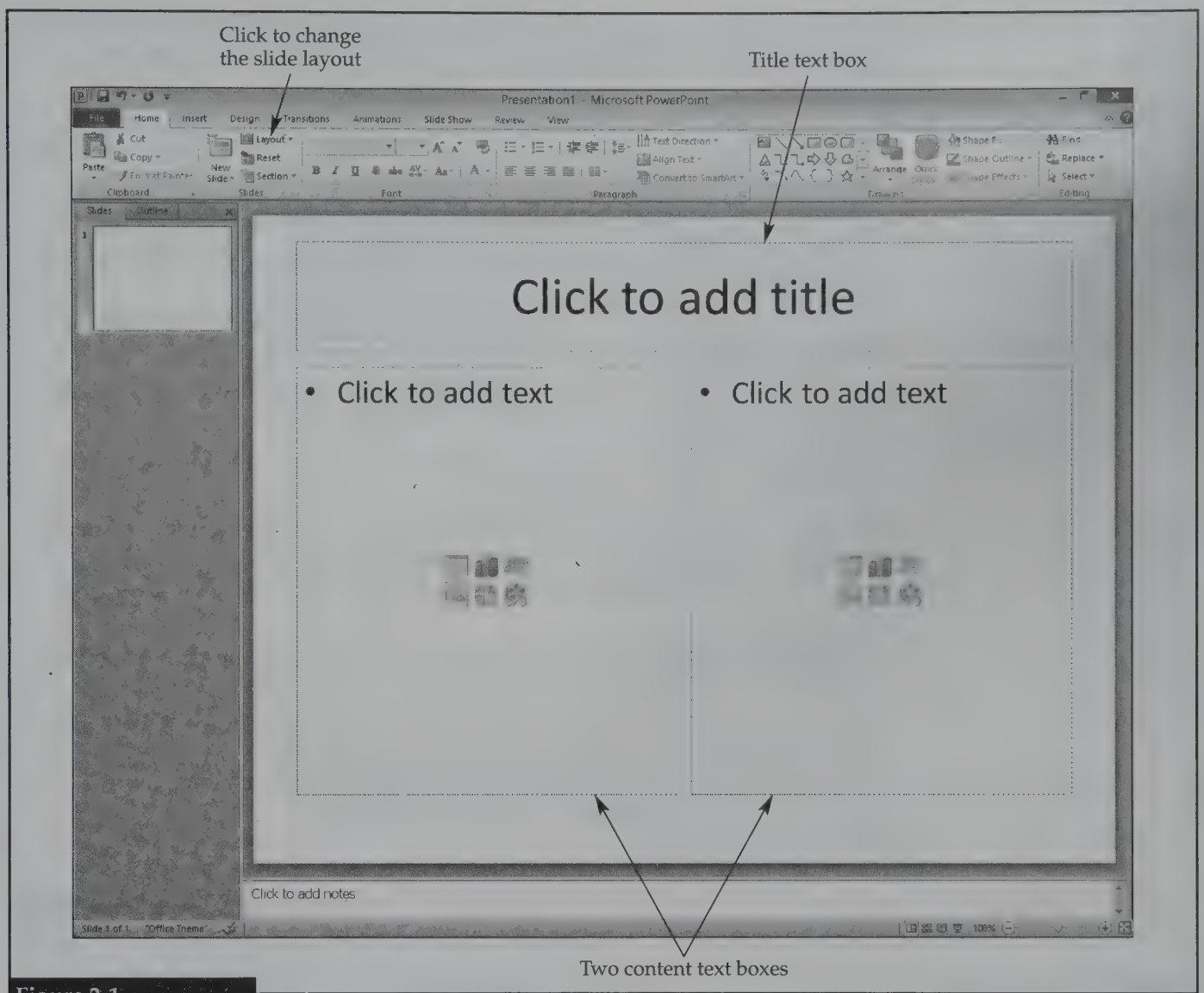
Click to change the slide layout
Title text box
Presentation1 - Microsoft PowerPoint
Click to add title
Click to add text
Click to add text
Click to add notes
Two content text boxes

Figure 2-1.

The slide layout is changed to the Two Content format.

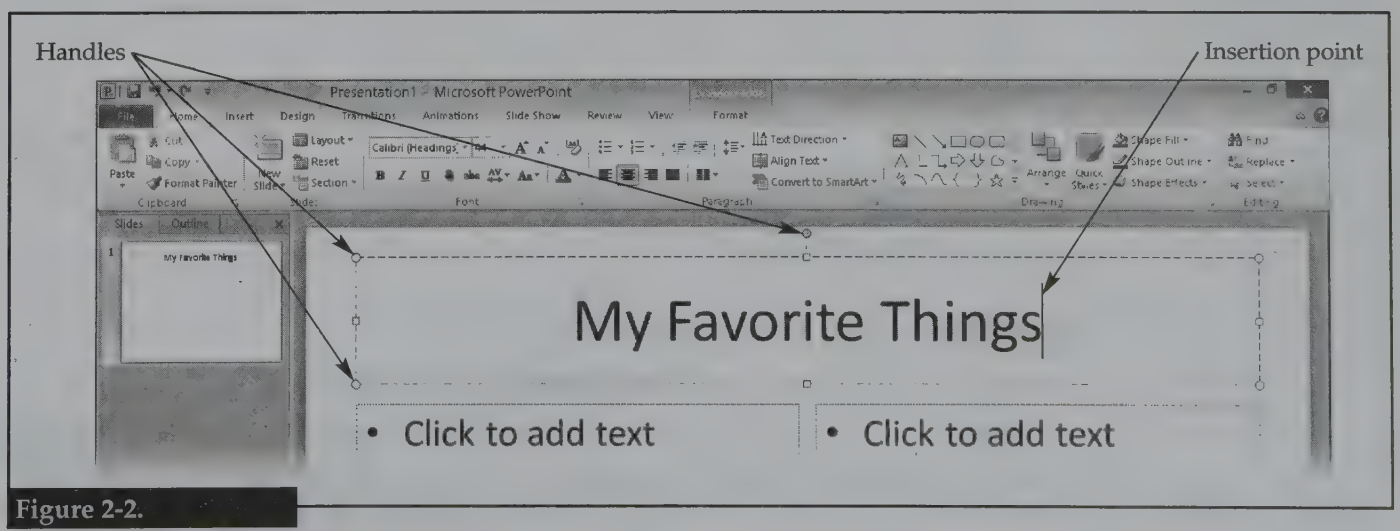

Figure 2-2.

Handles are used to resize or rotate the text box. The frame can be clicked and dragged to move the text box.

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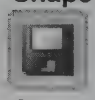
Font Color

Bold

Shape Fill


Save

22. Click the drop-down arrow next to the **Font Color** button in the **Font** group on the **Home** tab of the ribbon. A drop-down menu is display containing the color choices for text.
23. Hover the cursor over the color swatches in the drop-down menu to see the name of each color in a key tip badge. Click the **Red, Accent 2, Darker 25%** color swatch to change the selected text to that color.
24. With the text still selected, click the **Bold** button in the **Font** group on the **Home** tab of the ribbon. This makes the text bold. If the text is already bold, clicking the button will unbold it.
25. With the text still selected, click the **Font** drop-down arrow, and click **Brush Script MT** or another decorative typeface in the drop-down menu.
26. With the text still selected, click the **Font Size** drop-down arrow, and click **60** in the drop-down menu to change the size of the text.
27. Applying what you have learned, resize the title text box so it is as wide as the slide and the text fits on a single line.
28. Either select the title text box or click inside it to place the insertion point there. Then, click the **Shape Fill** button in the **Drawing** group on the **Home** tab in the ribbon, and click the **Orange, Accent 6, 60% lighter** color swatch in the drop-down menu.
29. Save your work by clicking the **Save** button on the **Quick Access** toolbar. Since the presentation has already been saved once, the save is immediate. If the presentation had not yet been saved, the **Save As** dialog box would be displayed for the file to be named and a location selected.

Adding Clip Art

30. In the right-hand content text box, hover the cursor over each of the semitransparent icons. The name of each icon is displayed in a key tip badge.
31. Click the **Clip Art** icon. The **Clip Art** task pane is displayed on the right-hand side of the screen, as shown in **Figure 2-3.** ***Clip art*** is ready-made artwork packaged with software or available for purchase in a collection.
32. Click in the **Search for:** text box in the **Clip Art** task pane, and enter people at work.
33. Click the **Results should be:** drop-down arrow, and click **Illustrations** in the drop-down menu so it is checked, and uncheck all other options.
34. Click the **Go** button to search for images that meet the search criteria.
35. In the returned results at the bottom of the **Clip Art** task pane, click an image to insert the clip art in the content text box. If the text box had not been active, the clip art would be placed on the slide in a new frame.
36. Close the **Clip Art** task pane.

TIP
The **Clip Art** task pane can be displayed by clicking the **Clip Art** button in the **Images** group on the **Insert** tab of the ribbon.

Working with Line Breaks

37. Click in the left-hand content text box. The placeholder text Click to add text is replaced by the vertical bar indicating the insertion point.
38. Add the text My Family on the first line, and press the [Enter] key to start a new line.
39. Add the text My Profile on the second line.

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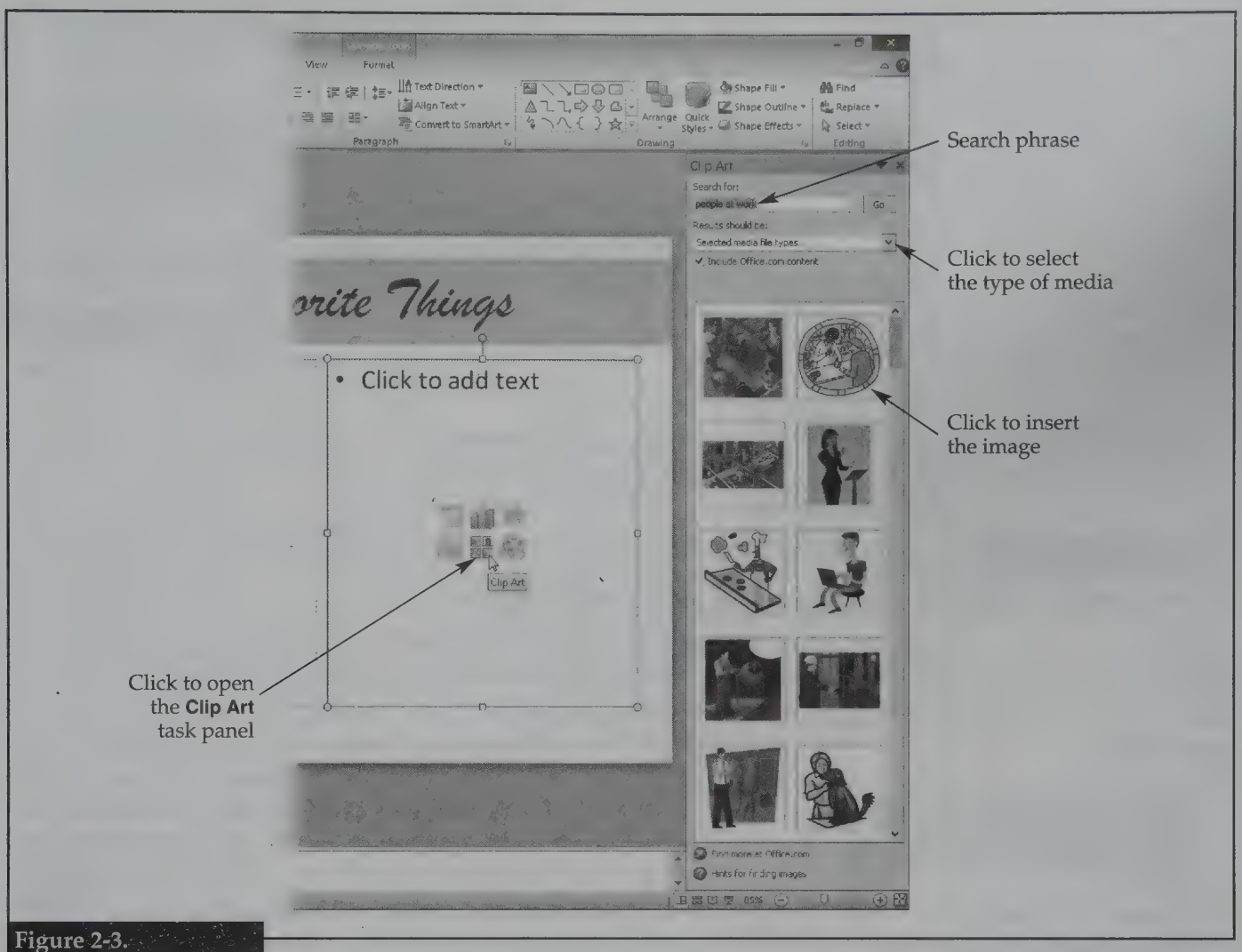
Search phrase
Click to select the type of media
Click to insert the image
Click to open the Clip Art task panel
Click to add text
Clip Art
Search for:
Results should be:
Selected media file types
Include Office.com content

Figure 2-3.
Adding clip art to a text box.

40. Add the text My Activities on the third line. Notice how the lines are automatically formatted as a bulleted list. This text box is formatted to contain a bulleted list.
41. With the insertion point after the text *My Activities*, hold down the [Shift] key and press the [Enter] key. This adds a soft return instead of a hard return. A ***soft return*** is a line break without ending the paragraph. A ***hard return*** ends the paragraph.
42. After the soft return, add the text My Music, and add a hard return. Notice how *My Music* is not preceded by a bullet, as shown in **Figure 2-4.** The bullets are only added at the beginning of each paragraph, and the soft return does not end a paragraph.
43. Delete the soft return, and add a hard return in its place so *My Music* is in a new paragraph and bulleted.

Basic Animation

Animation Pane

44. Select all text in the left-hand text box.
45. Click the **Animation Pane** button in the **Advanced Animation** group on the **Animations** tab in the ribbon. The **Animation Pane** task pane is displayed on the right-hand side of the screen.

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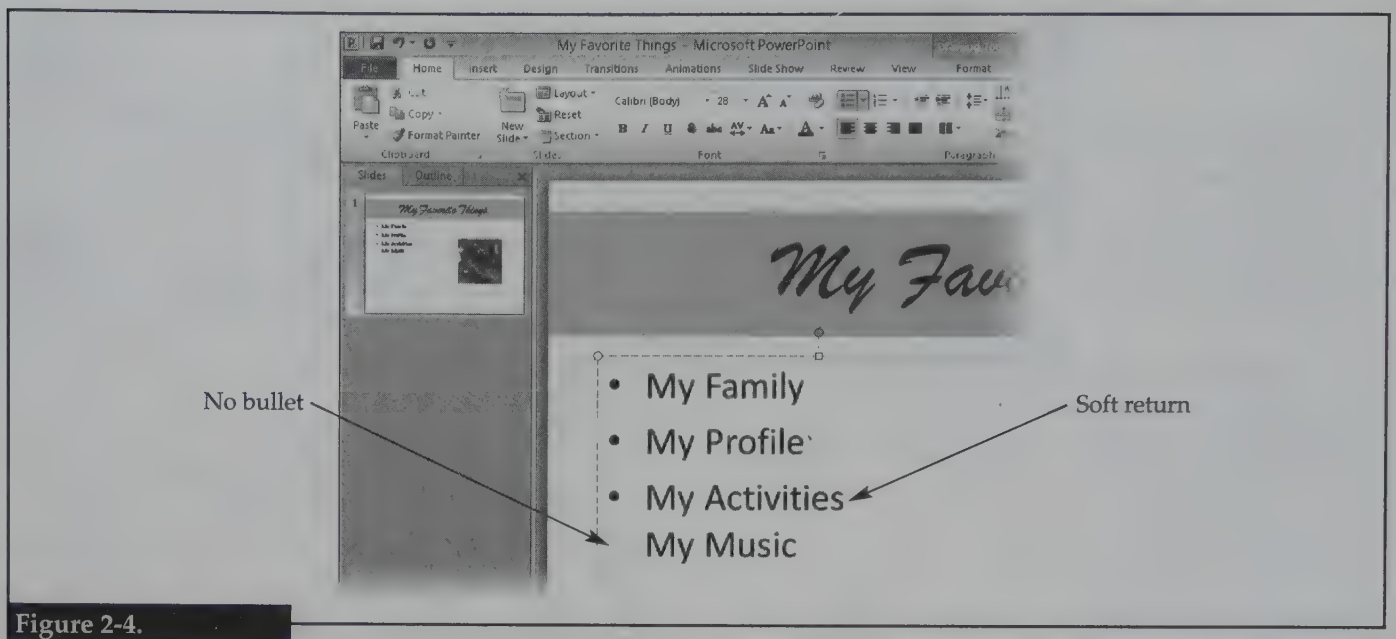

Figure 2-4.

A soft return does not end the paragraph, so the next line is not bulleted.

Add Animation

46. Click the **Add Animation** button in the **Advanced Animation** group on the **Animations** tab of the ribbon. If the button is grayed out, make sure the text is selected. Animations can only be added to text or objects.

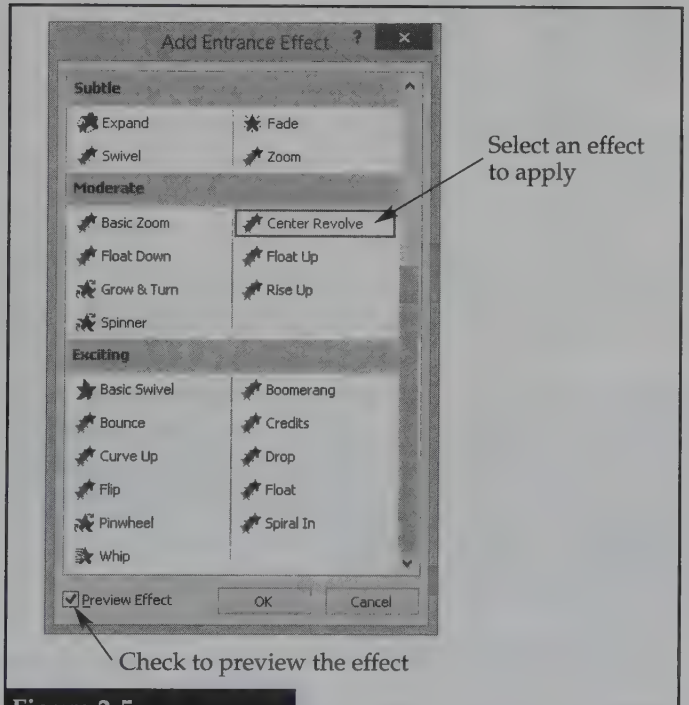

Figure 2-5.

Selecting an entrance animation for an object.

47. Notice in the drop-down menu that there are four categories of animations along with a few other options. Click **More Entrance Effects...** in the drop-down menu. The **Add Entrance Effect** dialog box is displayed, as shown in **Figure 2-5.**

48. Notice the entrance animations are separated by categories. Click **Center Revolve** in the **Moderate** group. If the **Preview Effect** check box is checked, the animation is played once on the slide.

49. Click the **OK** button to apply the animation. A numbered entry appears in the **Animation Pane** with the four lines of text displayed in the group. Additionally, the lines of text on the slide have a number next to them that corresponds to the number in the **Animation Pane**. The number is the order in which the animation will be applied.

50. With the animation group selected in the **Animation Pane**, click in the **Duration:** text box in the **Timing** group on the **Animations** tab of the ribbon, and enter 00.50, as shown in **Figure 2-6.** This value is the number of seconds over which the animation will play.

Preview Animations

51. Click the **Preview Animations** button in the **Preview** group on the **Animations** tab of the ribbon. Notice the animation is a bit slower than when it was applied because the duration has been changed from the default of 1.0 second to 0.5 seconds.

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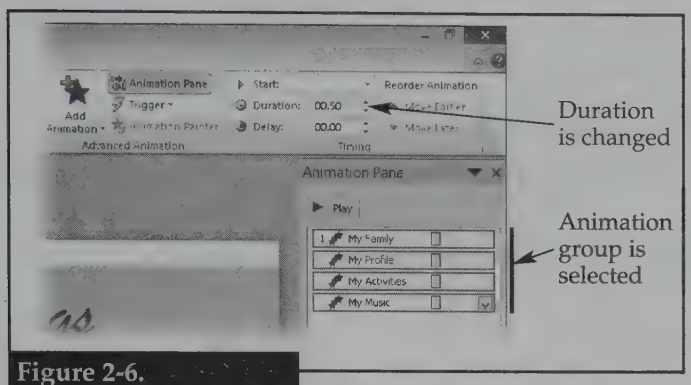

Figure 2-6.

Setting the duration for an animation group.

52. Click the first animation in the group in the **Animation Pane**, which is My Family. Only that item is selected, which is indicated by the blue box surrounding it. Since a single item is selected, the **Start:** drop-down list in the **Timing** group on the **Animations** tab of the ribbon is enabled. The default setting for a single item or the first item in a group is On Click.
53. Click the **Start:** drop-down arrow, and click **After Previous** in the drop-down menu. This sets the animation to begin after the previous animation is finished. Also notice the index number is changed from 1 to 0.
54. Select the My Profile animation in the **Animation Pane**. Notice that this animation is set to start with previous, which means it will play at the same time as the animation in the list above it.
55. Click the **Start:** drop-down arrow in the **Timing** group on the **Animations** tab of the ribbon, and click **After Previous** in the drop-down menu. Notice My Profile is now indented slightly in the **Animation Pane** to indicate it will not occur at the same time as the animation above it.
56. Applying what you have learned, set the My Activities animation to start on click. Notice the animation is no longer part of the previous group, and the index number 1 is assigned to it. The My Music animation is grouped with the My Activities animation.
57. Applying what you have learned, set the My Music animation to start on click. The animation is no longer grouped with the My Activities animation, and the index number 2 is assigned to it.

Slide Show from Beginning

58. Click the **Slide Show from Beginning** button in the **Start Slide Show** group on the **Slide Show** tab of the ribbon. The animation group set to start with previous automatically plays. The animations set to begin on click must be manually started by clicking the mouse or pressing the [Enter] key or the space bar.

TIP

The [F5] key can be used to quickly start the slide show from the beginning.

59. When the slide show has concluded, a black screen is displayed. Click the mouse, press the [Esc] or [Enter] key, or press the space bar to end the display of the slide show and return to the normal PowerPoint screen.
60. Applying what you have learned, add a fade entrance animation to the image. Set it to start after previous and the duration to 3.00 seconds. Notice the animation tile appears at the bottom of the stack in the **Animation Pane**. Once set to after previous, the animation is grouped with the My Music animation.
61. Click the clip art animation in the **Animation Pane**, which is called Picture, hold, and drag it up in the list. As you drag, a horizontal black line indicates the new location of the animation. Drop the animation in the second slot in the animation stack. Since it is set to start after previous, it is automatically grouped with the My Family animation.
62. Close the **Animation Pane**.

Adding Slides

Notice the mini slide (thumbnail) on the left of the screen. As slides are added to the presentation, a mini slide appears in this area for each slide. These mini

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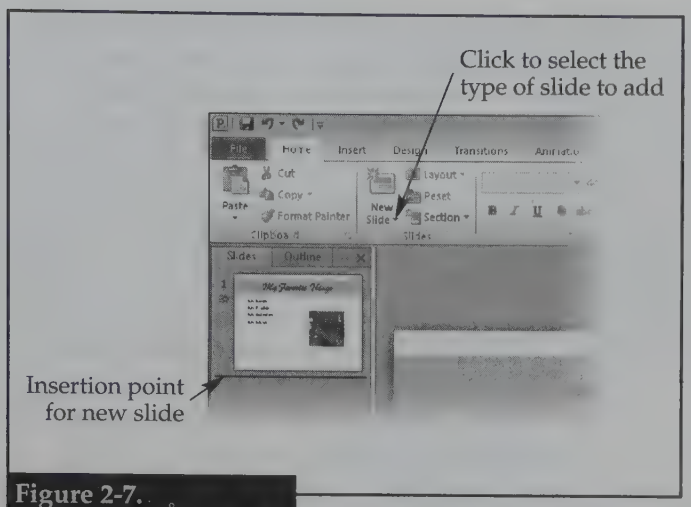

Figure 2-7.
Inserting a new slide.

slides can be copied and pasted or dragged and dropped to reorganize the order of slides in the presentation. Currently, there is only one slide in the presentation. You will now add more slides.

63. Click below the mini slide, which is numbered 1 because it is the first slide in the presentation. Notice a blinking horizontal black line appears below the mini slide, as shown in **Figure 2-7.** This is the insertion point for new slides.
64. Click the drop-down arrow next to the **New Slide** button in the **Slides** group on the **Home** tab of the ribbon, and click **Title Only** in the drop-down menu. A new slide is added to the presentation, which is slide 2, and is made current in the main area of the screen.
65. Click in the text box on the new slide, and add the text My Activities.

New Slide

Inserting Images

66. On slide 2, click anywhere on the slide outside of the text box to deactivate the text box.

Insert Picture from File

67. Click the **Insert Picture from File** button in the **Images** group on the **Insert** tab of the ribbon. A standard open dialog box is displayed.
68. Navigate to the Round Interests image file saved earlier, select it, and click the **Open** button to place the image on the slide.
69. Use the corner handles to resize the image to fit on the slide below the title. The corner handles ***proportionally*** resize the image, which maintains the aspect ratio. ***Aspect ratio*** is height to width.
70. Click the image and drag it to the center of the slide.
71. With the image selected, click the **More** button for the gallery in the **Picture Styles** group on the **Format** on-demand tab in the ribbon to display the gallery in an expanded window.
72. In the expanded gallery, click the **Bevel Perspective** picture style option. Notice how the image is rendered with beveled edges and rotated to give the illusion of depth, as shown in **Figure 2-8.**

Creating Slides from an Outline

PowerPoint can interpret information from other formats, such as text documents or spreadsheets. You will use the outline asset created earlier to add new slides to the current presentation.

73. In the list of mini slides on the left of the screen, click between the first and second mini slides to place the insertion point there.

New Slide

74. Click the drop-down arrow next to the **New Slide** button in the **Slides** group on the **Home** tab of the ribbon, and click **Slides from Outline...** in the drop-down menu. A standard open dialog box is displayed.

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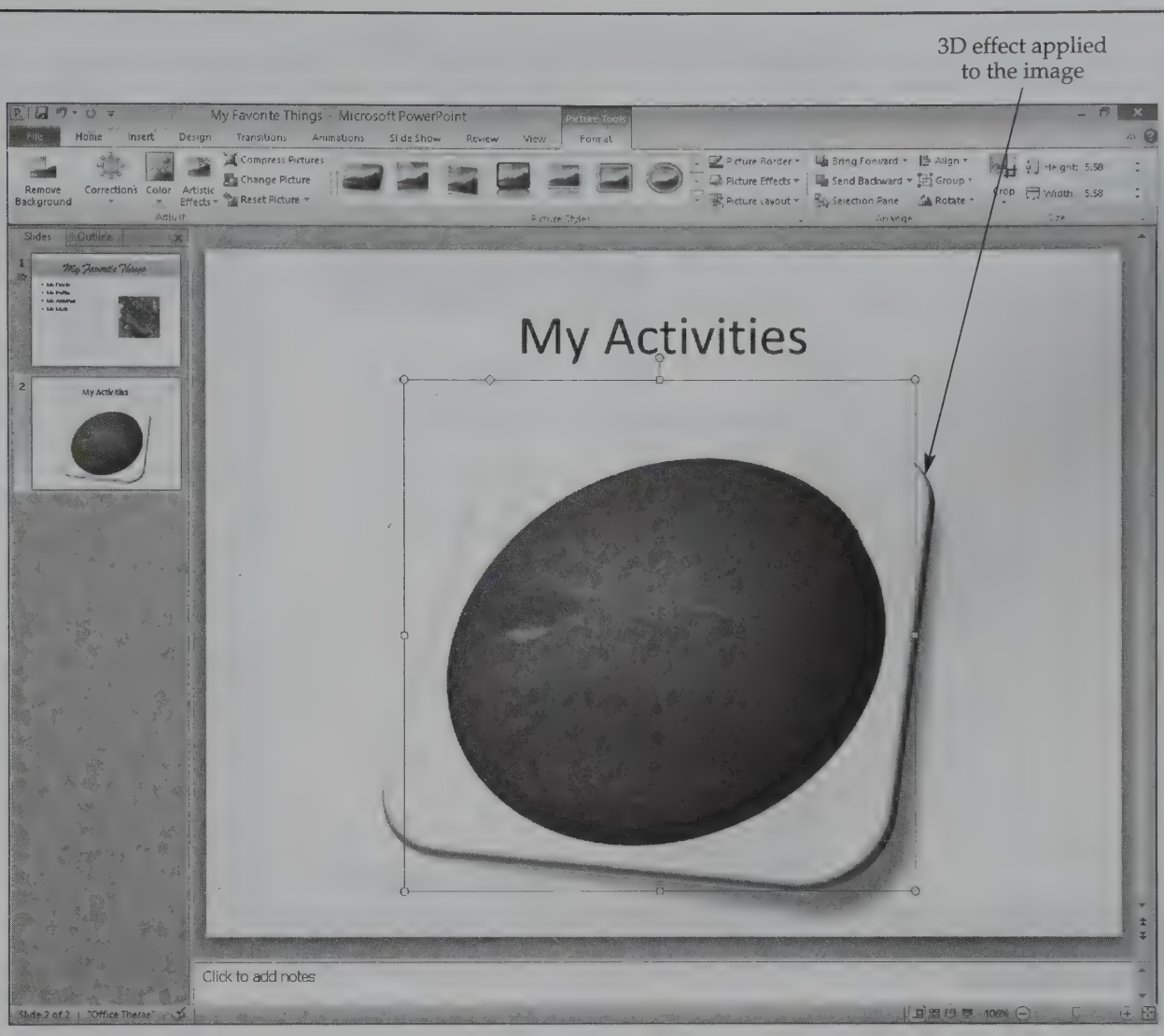

Figure 2-8.

A 3D effect picture style is applied to an image.

75. Navigate to the Outline Microsoft Word file created earlier, and open it. It may take a few moments for the new slides to be created using the information in the file, as shown in **Figure 2-9.**
76. Look at the order of the list on the first slide, and compare that to the order of the new slides. Notice the slides are out of order.
77. Click the My Activities mini slide (slide 5), and drag and drop it after the My Profile mini slide. The slides are automatically renumbered.

Using Master Slides

PowerPoint makes use of slide masters. ***Slide masters*** are like templates and make it easy to create a presentation with a standardized layout. A single change made to the slide master will be automatically applied to all slides in the presentation based on that master.

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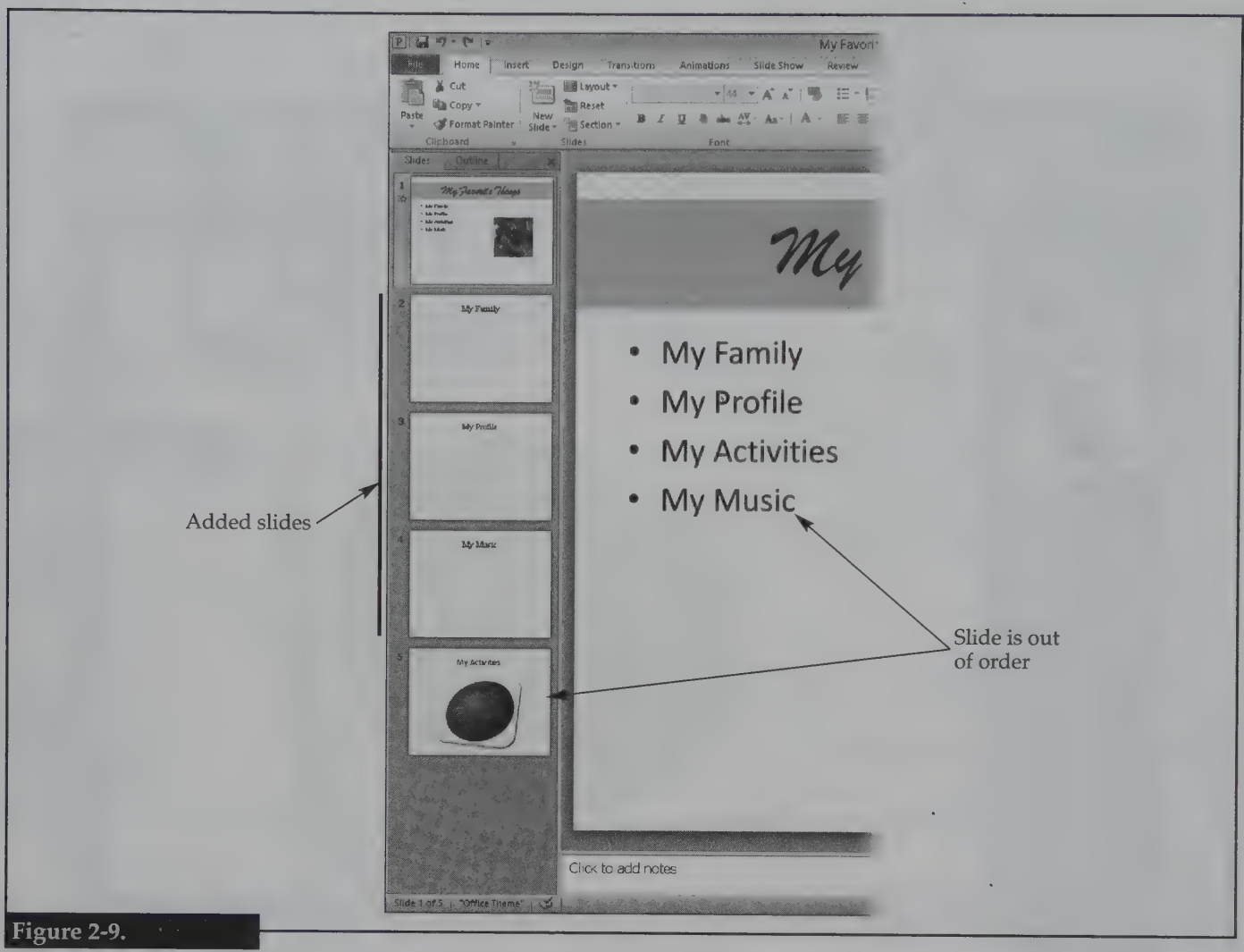

Figure 2-9.

Slides can be automatically added based on an outline in a Word document.

Slide Master

78. Click the **Slide Master** button in the **Presentation Views** group on the **View** tab of the ribbon. The slide master view is displayed, and the **Slide Master** tab is available in the ribbon, as shown in **Figure 2-10.** The slide master on which the current slide is based is automatically active in the window. Notice in the mini slides there is a parent slide master, which is number 1, and several subordinate slide masters. Any change made to the parent slide master will be applied to all subordinate slide masters, but not vice versa.

Header & Footer

79. Click the parent slide master mini slide to make it current. The selected or current slide is highlighted in orange in the mini slides.
80. Click the **Header & Footer** button in the **Text** group on the **Insert** tab of the ribbon. The **Header and Footer** dialog box is displayed, which allows a header and footer to be added to the slide master.
81. Click the **Slide** tab in the **Header and Footer** dialog box.
82. Check the **Date and time** check box. Notice in the preview tile there is a black area indicating where the date will be placed.
83. Click the **Update automatically** radio button, click the drop-down list, and select the format in which the date is displayed as day, month, year.

TIP

A header and footer can be added to an individual slide instead of a slide master, if desired.

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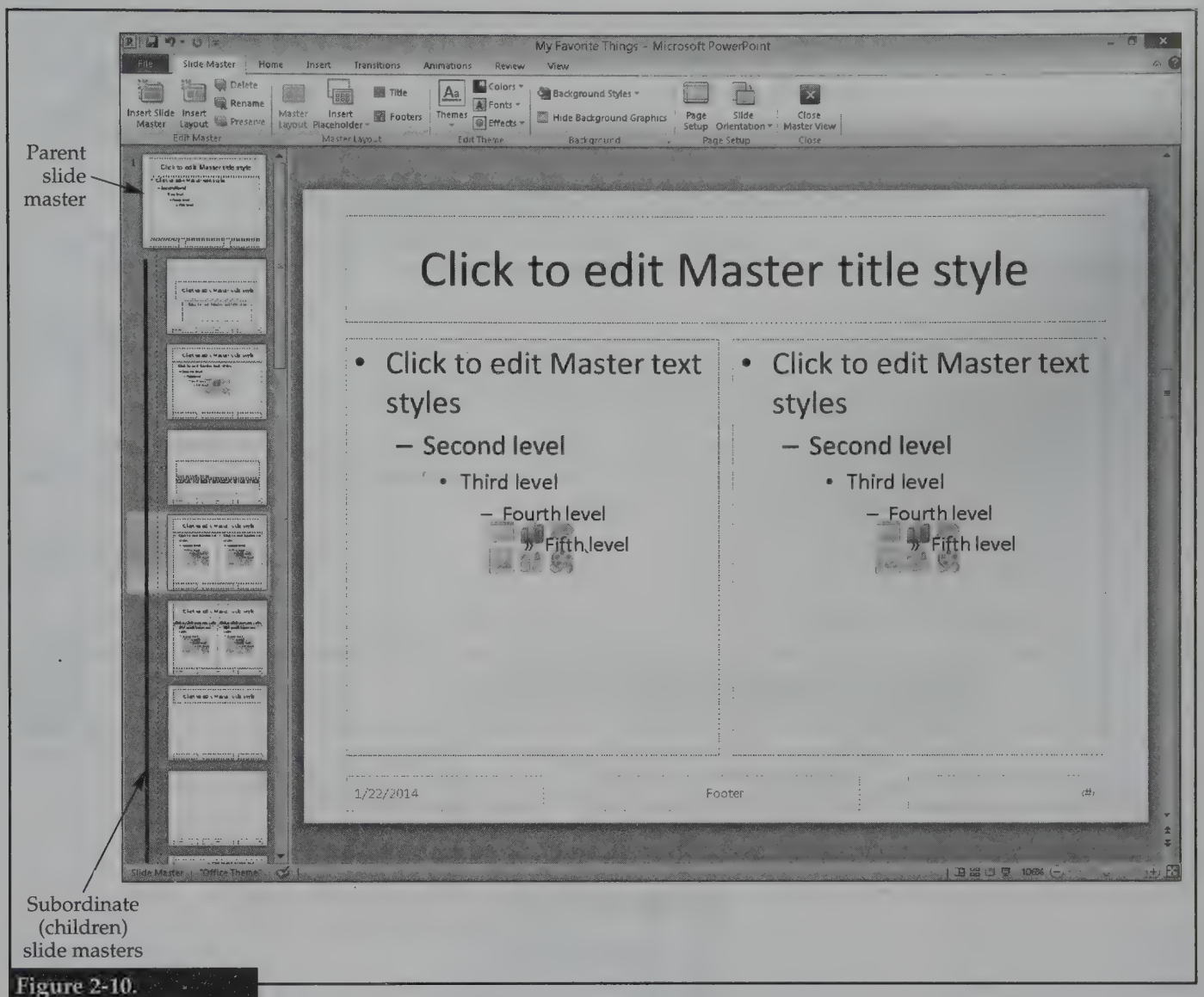

Figure 2-10.

Editing a slide master.

84. Check the **Slide number** check box. Notice in the preview where the slide number will appear.
85. Check the **Footer** check box, click in the text box below it, and enter your first and last name.
86. Check the **Don't show on the title slide** check box. This setting determines if the header and footer will be visible on the title slide.
87. Click the **Apply to All** button. The header and footer are added to all slides, including all child slide masters.

Background Styles

88. Click the **Background Styles** button in the **Background** group on the **Slide Master** tab in the ribbon, and click **Format background...** in the drop-down menu. The **Format Background** dialog box is displayed.
89. In the dialog box, click **Fill** on the left, and click the **Gradient fill** radio button on the right, as shown in **Figure 2-11.** A *gradient fill* is an effect in which one color gradually changes to another color.

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90. Click the **Preset colors:** drop-down arrow to display a drop-down menu.
91. Hover the cursor over each tile in the menu to display the name of each preset. Click the Fire preset gradient.
92. Click the **Apply to All** button to assign the gradient background to all slide masters.
93. Click the **Close** button to close the **Format Background** dialog box.
94. Click the **Close Master View** button in the **Close** group on the **Slide Master** tab of the ribbon. This exits the slide master view and displays the normal view.
95. Click just the My Profile mini slide to make the My Profile slide current.
96. Applying what you have learned, set the background of the master slide on which the My Profile slide is based to a texture named Paper Bag. Apply the background *only* to the one slide, not to all slides.
97. Click the **Close Master View** button in the **Close** group on the **Slide Master** tab of the ribbon. Notice that all slides based on the same slide master as the My Profile slide are updated to the background.
98. Save your work.

Close Master View

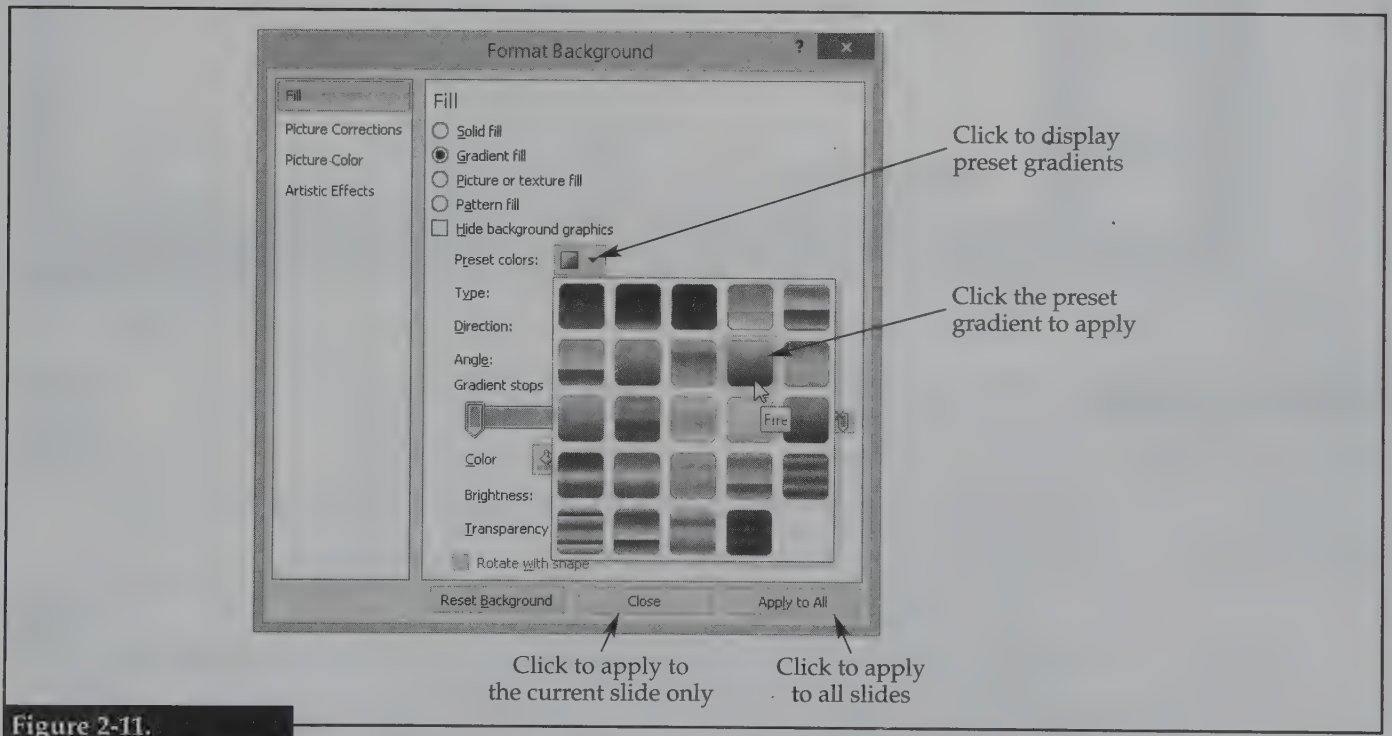

Figure 2-11.

Adding a preset background to a slide.

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Lesson 3 Enhancing a Basic Presentation

Objectives

Students will apply animations to objects. Students will format clip art images. Students will add drawing shapes to a slide. Students will arrange shapes. Students will format WordArt. Students will use clip art sounds. Students will output a slide show to screen and paper.

How to Begin

Slide Sorter View

1. Open the My Favorite Things PowerPoint presentation created in the previous lesson, if it is not already open.
2. Click the **Slide Sorter View** button in the **Presentation Views** group on the **View** tab of the ribbon. A miniature view of each slide is displayed in the main viewing area, as shown in **Figure 3-1.**
3. Select the My Profile slide by clicking once on the small slide. A selected slide in the slide sorter is surrounded by an orange line.
4. Applying what you have learned, add a new blank slide with the My Profile slide selected. Notice the blank slide is placed after the My Profile slide, and it has the fire background.

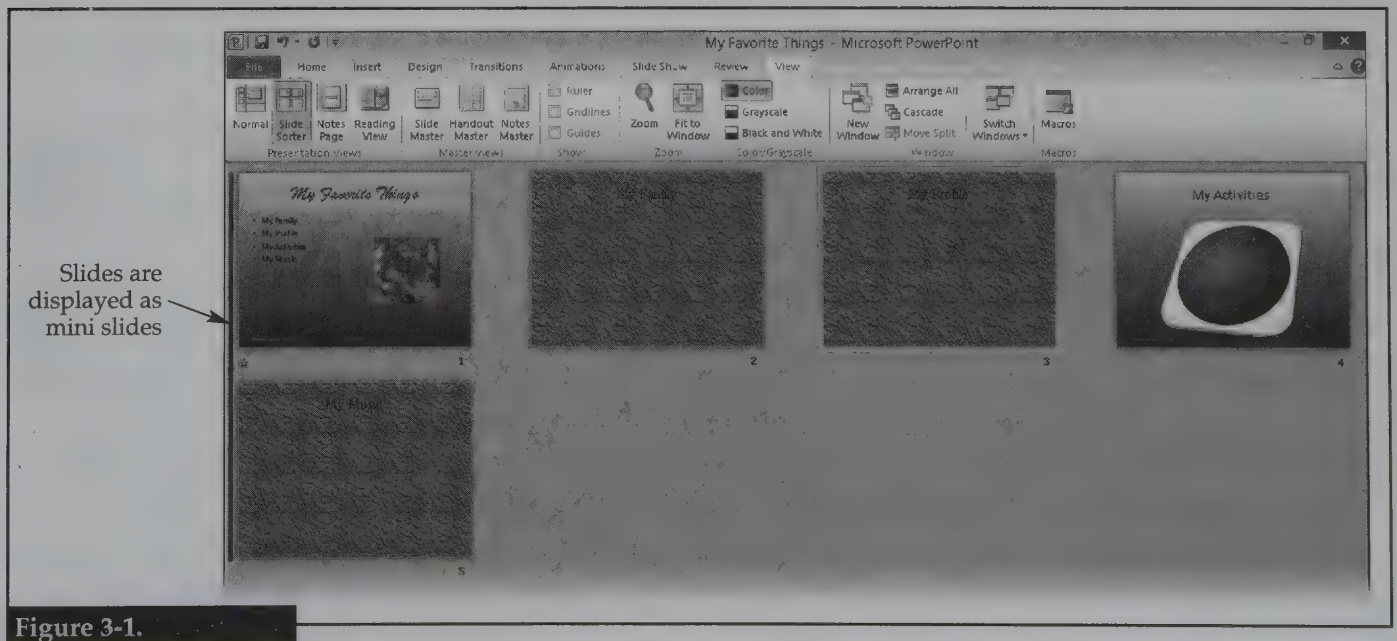

Figure 3-1.

The slide sorter view displays slides as mini slides or thumbnails.

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TIP
The normal view, slide sorter, and reading view can be displayed using the buttons in the bottom-right corner of the screen next to the zoom slider.

5. Double-click the new blank slide. The slide is displayed in the normal view.
6. Applying what you have learned, insert a clip art image (not a photograph) of a tree by itself on a white background or with no background.
7. Click the inserted image, hold, and drag the image to the lower-right corner of the slide. As the image is being dragged, the cursor is the standard move cursor.
8. Increase the size of the image by dragging the top-left handle upward. The corner handles will proportionally resize the image, while the right, left, top, and bottom handles will nonproportionally resize the image.

Animation Pane

Applying Animations

9. Applying what you have learned, add a peek-in entrance animation to the image.

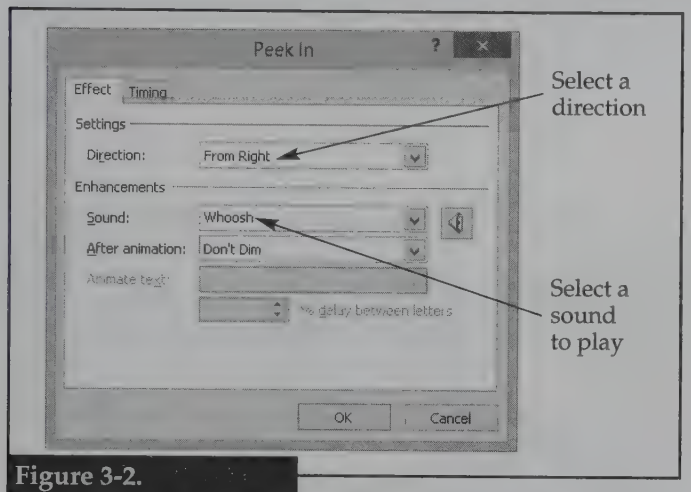

Figure 3-2.
Refining the effect of an animation.

10. Display the **Animation Pane**, and double-click the Picture animation. The **Peek In** dialog box is displayed, as shown in **Figure 3-2,** which allows the effect to be fine-tuned.
11. On the **Effect** tab of the dialog box, click the **Direction:** drop-down arrow, and click **From Right** in the drop-down menu.
12. Click the **Sound:** drop-down arrow, and click **Whoosh** in the drop-down menu.
13. Click the **OK** button to apply the new settings to the animation.
14. Click the **Preview Animations** button in the **Preview** group on the **Animations** tab of the ribbon to see the new settings in action.

Preview Animations

Formatting Images

15. Applying what you have learned, insert a clip art image (not a photograph) of a flying white bird with no background. If you are having trouble finding an image, try the search term dove.
16. Applying what you have learned, resize the image of the bird so it fits the scale of the tree image, and move the bird into the tree.
17. Right-click the bird image, and click **Format Picture...** in the shortcut menu. The **Format Picture** dialog box is displayed.
18. Click **Picture Color** on the left of the dialog box, and then click the **Presets:** drop-down arrow.
19. In the drop-down menu, click the color you wish to make the bird.
20. Click the **Close** button to apply the recoloring to the bird image.
21. Applying what you have learned, add an animation to the bird image to fly in from the top left, and set the duration of the animation to 2.0.

TIP
An image can be recolored using the **Color** button in the **Adjust** group on the **Format** on-demand tab of the ribbon.

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Adding Drawing Shapes

Shapes

22. Click the **Shapes** button on the **Insert** tab of the ribbon, and click **Oval Callout** in the drop-down menu. The cursor changes to a plus sign to indicate an object can be drawn.
23. Click near the top-left corner of the slide, hold, and drag down and to the right. Release the mouse button when the callout oval is a size you like. A ***callout*** is a shape with text used to emphasize a key detail. In this case, the callout will be used as a speech balloon similar to what would be seen in a comic strip or graphic novel.
24. With the callout shape selected, enter the text Tweet! Since the shape is selected, the text is automatically part of the shape.

Shape Fill

Text Fill

25. Click the **Shape Fill** button in the **Shape Styles** group on the **Format** on-demand tab in the ribbon, and click a light color swatch in the drop-down menu. The fill, or background, of the shape is changed to that color.
26. Select the text in the shape, and click the **Text Fill** button in the **WordArt Styles** group on the **Format** on-demand tab of the ribbon. Click a dark color swatch that contrasts with the fill color of the shape.

TIP
The **Text Fill** button in the **WordArt Styles** group on the **Format** on-demand tab is the same as the **Font Color** button in the **Font** group on the **Home** tab.

27. Applying what you have learned, make the text in the callout shape bold and 40 points.
28. Move the shape above the tree. Notice the handle on the shape that is a yellow diamond. This is a special handle that allows the shape to be altered in a way other than resizing. Only some shapes have this special handle.
29. Click the yellow diamond handle, hold, and drag. Notice as you drag that the tail on the callout changes in size and shape. Move the point of the tail to the mouth of the bird and release, as shown in **Figure 3-3.**
30. Applying what you have learned, insert a smiley face shape in the bottom-middle of the slide, and color it yellow.
31. Applying what you have learned, insert a seven-point star in the top-left corner of the slide.
32. With the star selected, click the **Shape Fill** button in the **Shape Styles** group on the **Format** tab in the ribbon, click **Texture** in the drop-down menu, and click the **Purple mesh** swatch. That texture is applied as the fill color.

TIP
Holding the [Shift] key while drawing a circular shape creates a perfect circle.

Shape Fill

Shape Outline

33. Select the smiley face shape, then click the **Shape Outline** button in the **Shape Styles** group on the **Format** tab in the ribbon, and click the black color swatch in the drop-down menu.
34. Applying what you have learned, change the outline of the star shape to no color (no outline).
35. With the star selected, click in the **Shape Height** text box in the **Size** group on the **Format** tab in the ribbon, and enter 3.25. This sets the height of the shape to 3.25″.
36. Click in the **Shape Width** text box, and enter 3.25. This sets the width of the shape to 3.25″.
37. Applying what you have learned, change the size of the smiley face to 2″ high by 2″ wide.

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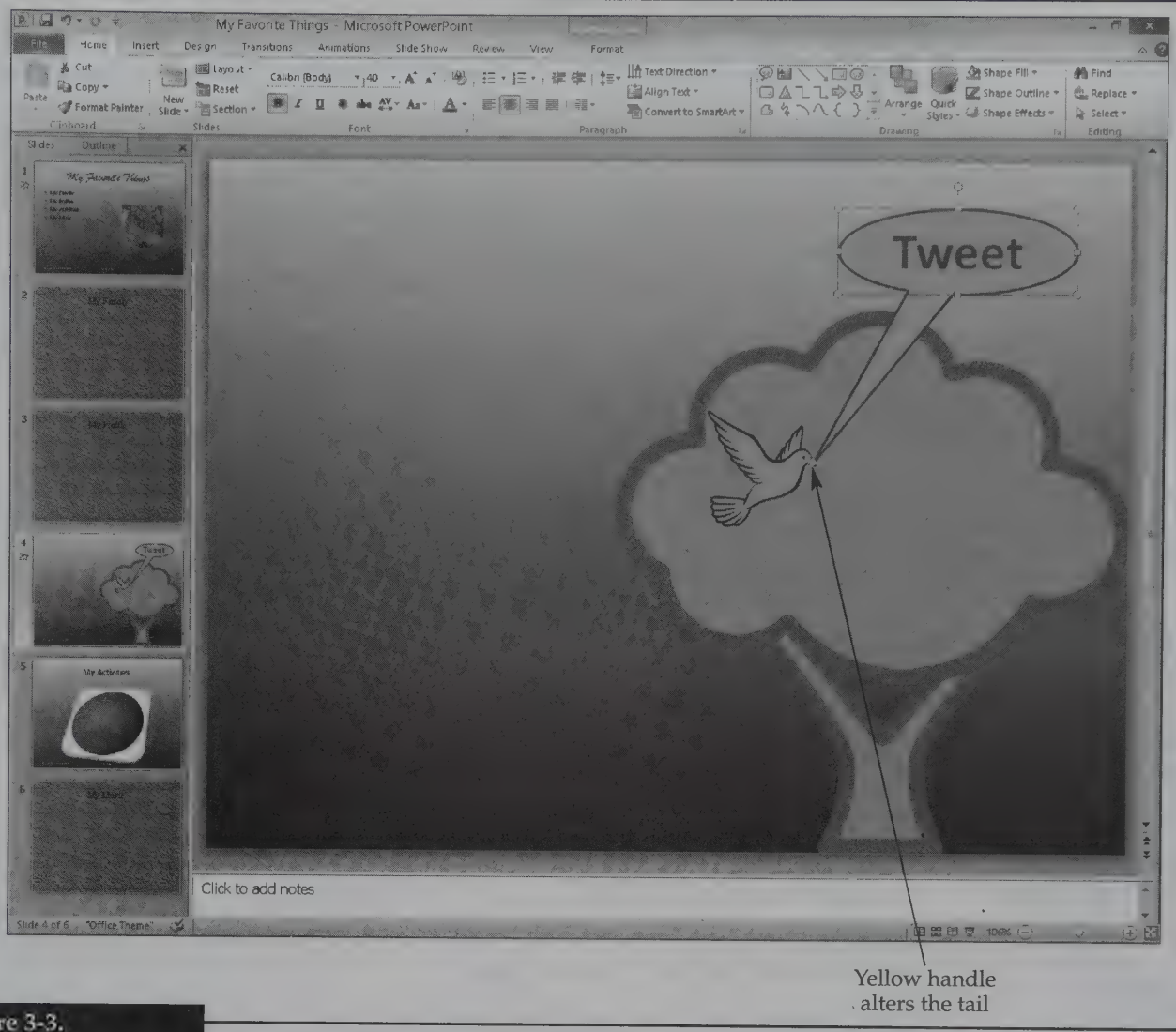

Figure 3-3.

Altering the shape of the object using a handle.

Arranging Shapes

38. Select the star, hold down the [Shift] key, and click the smiley face. Holding the [Shift] key while selecting allows multiple objects to be selected. Selected objects will have handles displayed.

Align

39. Click the **Align** button in the **Arrange** group on the **Format** on-demand tab of the ribbon, and click **Align Middle** in the drop-down menu. This moves both shapes so they are vertically centered, but it does not affect their horizontal positions.
40. With both shapes selected, click the **Align** button again, and click **Align Center** in the drop-down menu. The shapes are moved so they are horizontally centered. The shapes are now centered in both directions.
41. Click on any blank space of the slide to deselect all objects.
42. Select the star.

Send Backward

43. Click the drop-down arrow next to the **Send Backward** button in the **Arrange** group on the **Format** tab of the ribbon, and click **Send to Back** in the drop-down menu. The star is sent to the back of the object stack, as shown in **Figure 3-4.**

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Group

Whenever objects overlap, they are stacked and can be moved up and down in the stack to determine which objects are above or below the other objects.

44. Applying what you have learned, select the star and smiley face shapes.
45. Click the **Group** button in the **Arrange** group on the **Format** tab in the ribbon, and click **Group** in the drop-down menu. The two objects are now grouped. A *group* is a collection of two or more objects that act as a single object.
46. Move the group to the upper-left corner of the slide.

TIP

The order of objects in the object stack can be changed and objects can be grouped or ungrouped using the right-click shortcut menu.

WordArt

Inserting and Formatting WordArt

47. Click the **WordArt** button in the **Text** group on the **Insert** tab of the ribbon. A drop-down menu is displayed.
48. In the drop-down list, click the preview of a style that you feel matches the slide. A text box is added to the slide containing placeholder text.
49. Add the text Fun Slide to the text box.
50. Move the WordArt to the top-center of the slide.

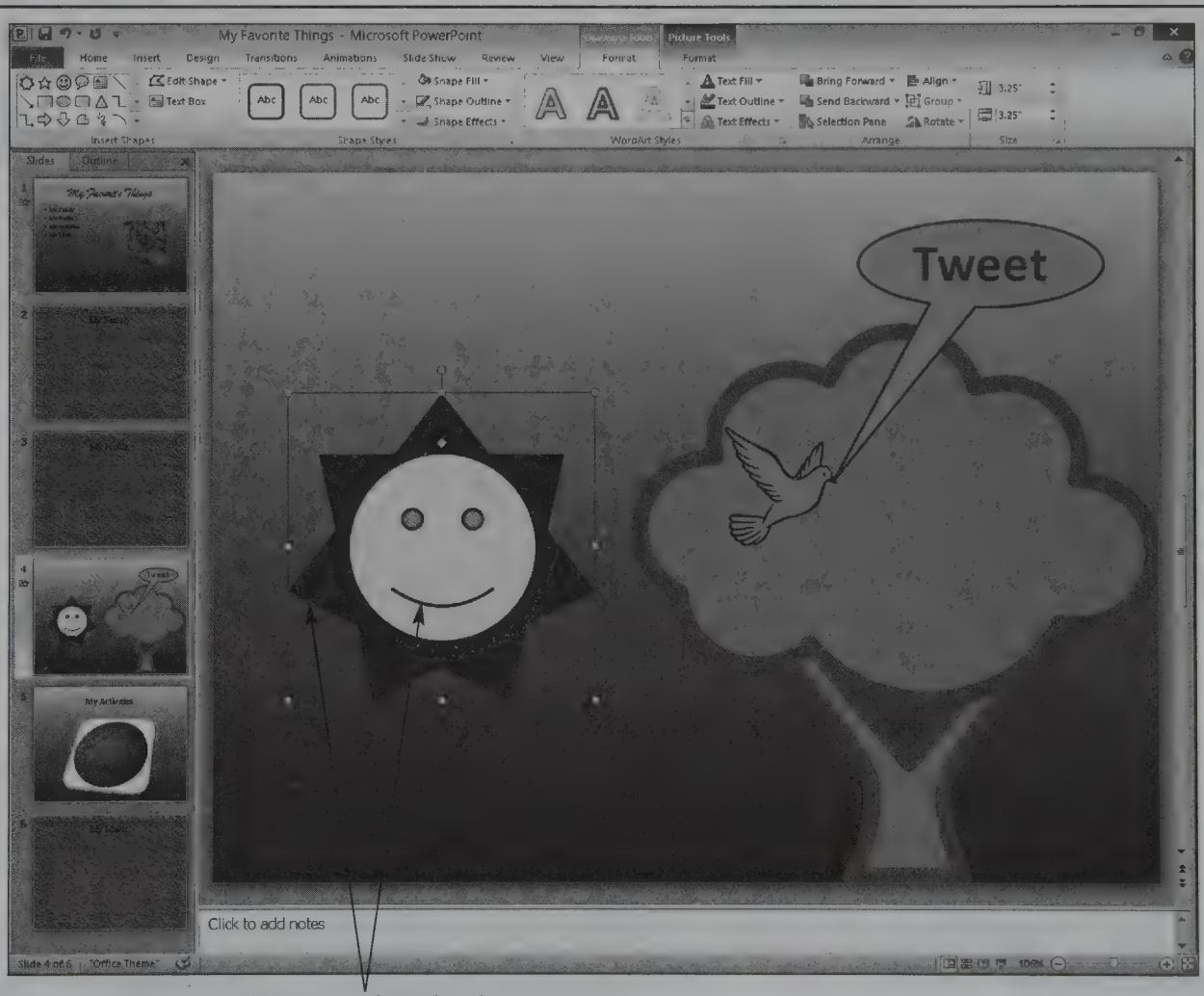

Figure 3-4.

Overlapping objects result in an object stack. The order of objects within the stack can be changed.

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Text Effects

51. Click the **Text Effects** button in the **WordArt** group on the **Format** tab of the ribbon. A drop-down menu is displayed.
52. Click **Transform** in the drop-down menu to display a cascading menu, and click **Deflate Bottom** effect. The name of each effect is displayed in a key tip badge when the cursor is hovered over it.
53. Use the handles to change the size of the WordArt. The top, bottom, right, and left handles will nonproportionally change the size. The corner handles will proportionally change the size.
54. Click and hold the rotation handle (green dot) on the WordArt, and drag the handle to rotate the WordArt, as shown in **Figure 3-5.**

Clip Art Sounds

In Microsoft Office, clip art is not limited to line drawings or photographs. Sounds (audio) and animations (video) are also available as clip art.

55. Applying what you have learned, display the **Clip Art** task pane.

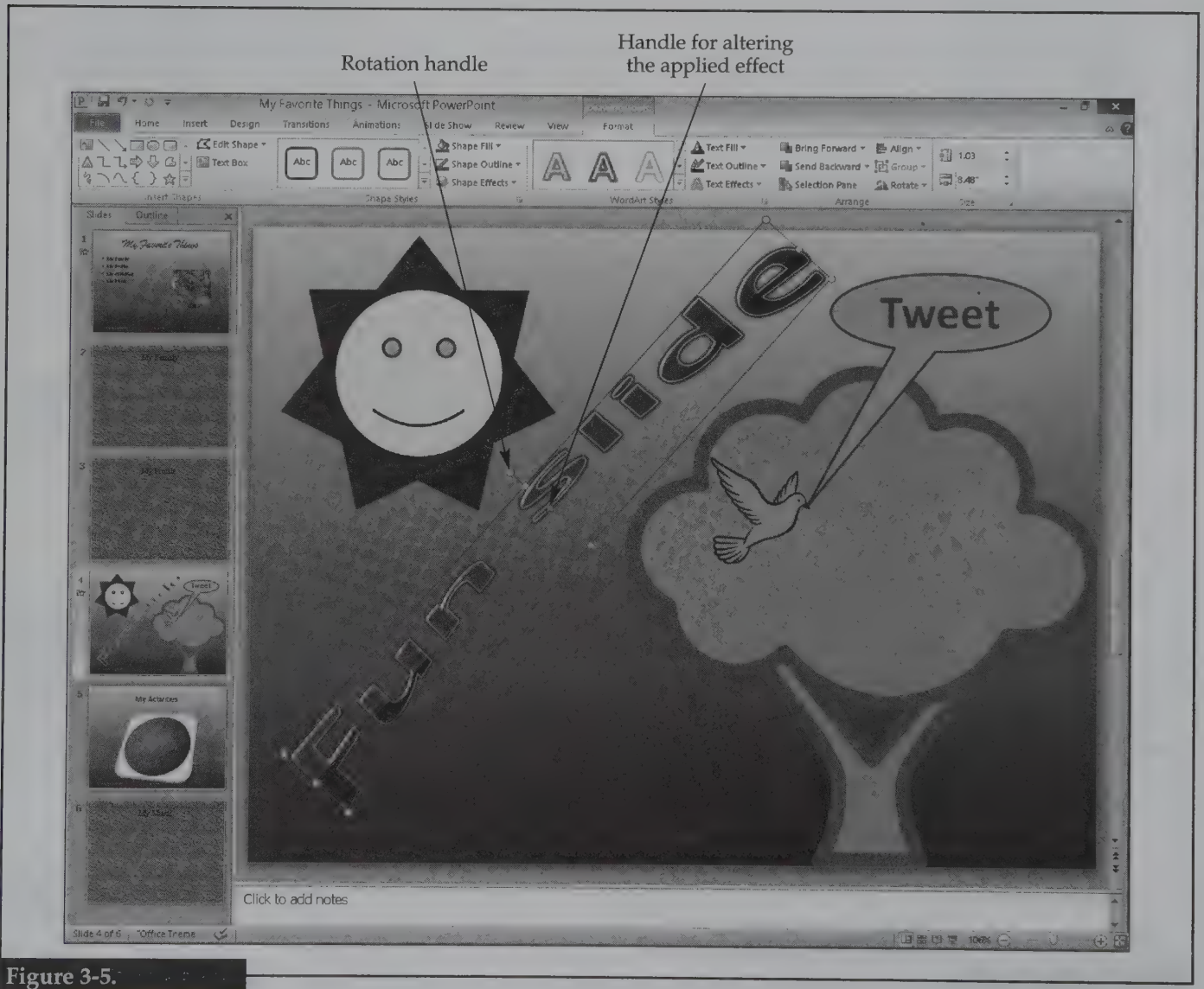

Figure 3-5.

Rotating an object using the rotation handle.

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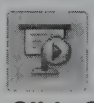
56. Click the **Results should be:** drop-down arrow.
57. Uncheck all check boxes except the **Audio** check box. This limits the search to only sound clips.
58. Click in the **Search for:** text box, enter bird, and click the **Go** button. The displayed results are all sounds of birds.
59. Locate a sound you would like to play while the slide is displayed, and double-click it, as shown in **Figure 3-6.** An icon of a speaker will display in the center of the slide.
60. Drag the speaker icon outside of the slide area. If the speaker icon is within the slide area, it will be visible when the slide show is presented.
61. Click the play button on the toolbar below the speaker icon to preview the sound.
62. Click the **Playback** on-demand tab in the ribbon. This tab contains the settings and options for the sound.

TIP
The order in which the sound plays and its trigger can be set in the **Animation Pane**.

63. Click the **Start:** drop-down arrow in the **Audio Options** group of the **Playback** tab, and click **Automatically** in the drop-down menu. This sets the sound to start playing after the previous animation has stopped.
64. Check the **Loop Until Stopped** check box in the **Audio Options** group. *Looping* is when an audio or video clip continuously plays from beginning to end until manually stopped.

Volume

65. Click the **Volume** button in the **Audio Options** group on the **Playback** tab, and click **Medium** in the drop-down menu.
66. Applying what you have learned, move the "fun slide" to the end of the presentation.



Slide Show from Beginning

Outputting the Slide Show

67. Click the **Slide Show from Beginning** button in the **Start Slide Show** group on the **Slide Show** tab.

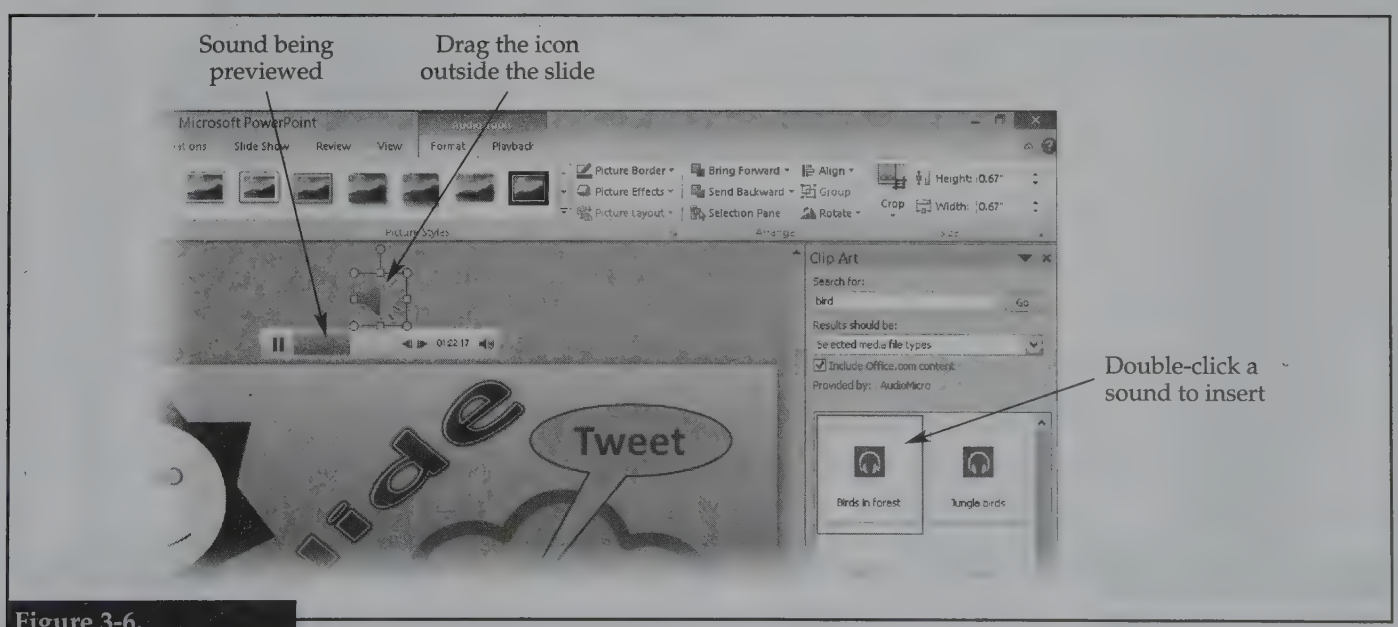


Figure 3-6.

Moving an inserted sound outside of the slide hides the icon during the slide show.

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68. As needed, click the left mouse button or press the space bar to advance the presentation.
69. When the slide show has concluded, press the [Esc] key to return to the normal PowerPoint screen.
70. Click the **File** tab in the ribbon. The ***backstage view*** is displayed, which contains commands for managing files, data about files, and PowerPoint options.
71. Click **Print** on the left of the backstage view. A preview of the printout is displayed along with printing options, as shown in **Figure 3-7.**
72. In the **Settings** area on the right, click the drop-down menu option currently set to Full Page Slides, and click **6 Slides Horizontal** in the drop-down menu. This will print six miniature slides on each sheet of paper.
73. Click in the **Copies:** text box, and enter 1.
74. Click the **Print** button to output the presentation on paper. Since there are six slides and the output is set to print six slides per page, one page is printed.
75. Save your work.

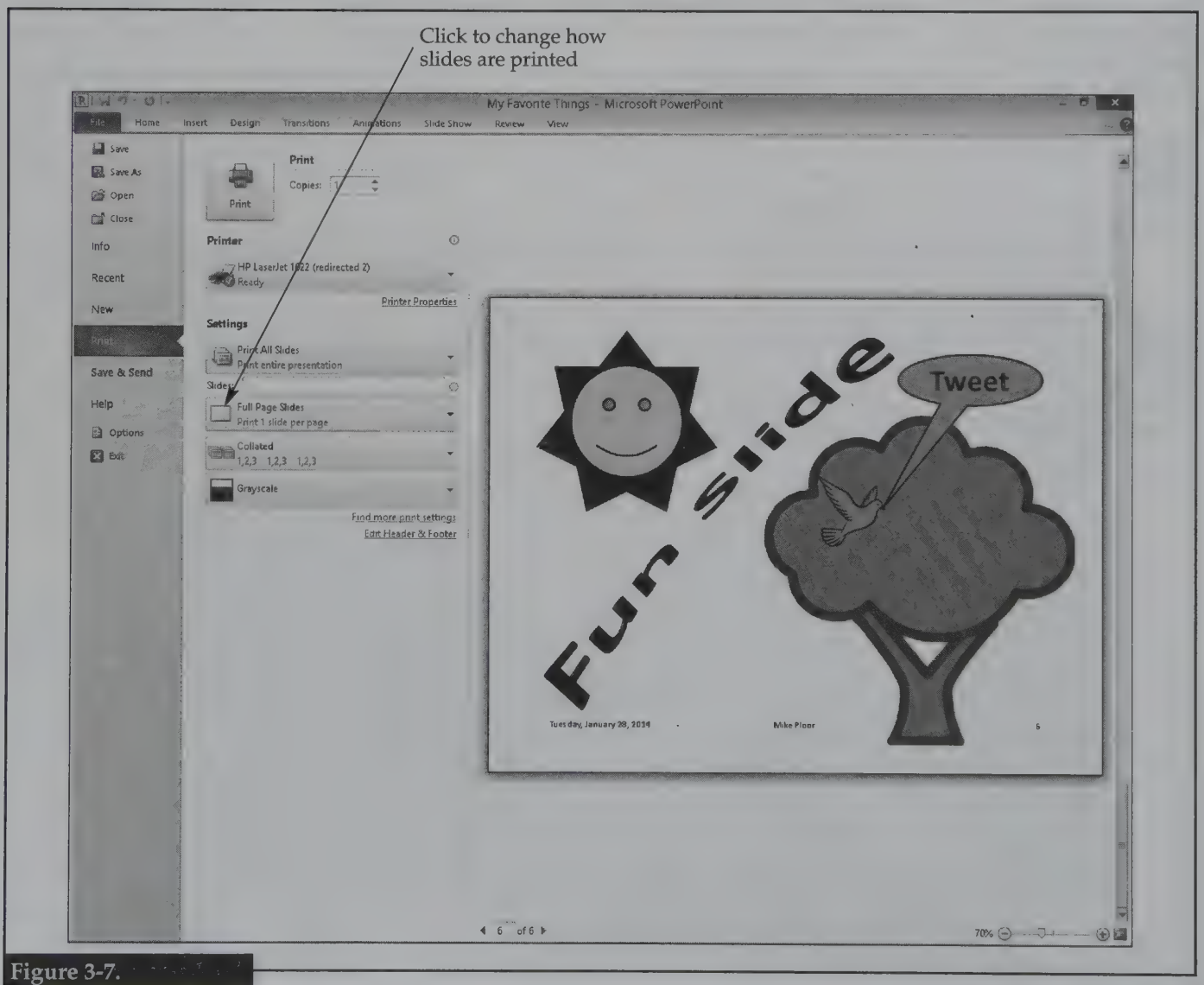

Figure 3-7.

Printing a presentation.

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Lesson 4
Tables and Bullets

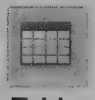
Objectives

Students will insert a table onto a slide. Students will set text in columns. Students will format bullets. Students will vertically align text on a slide.

How to Begin

1. Open the My Favorite Things PowerPoint presentation created in the previous lesson, if it is not already open.
2. Applying what you have learned, display the My Family slide. On this slide is an empty text box containing placeholder text. This text box will not be used.
3. Click the border of the text box. When the text box is selected, handles are displayed.
4. Press the [Delete] key to remove the text box.

Inserting a Table



Table

5. Click the **Table** button in the **Tables** group on the **Insert** tab of the ribbon, and click **Insert Table...** in the drop-down menu. The **Insert Table** dialog box is displayed in which the number of columns and rows for the table are entered.
6. Click in the **Number of columns:** text box, and enter 3. Similarly, enter 7 in the **Number of rows:** text box. Then, click the **OK** button to create the table. A blank table is added to the slide in the default style. The header row is the first row in the table and contains the column labels.
7. Complete the table as shown in **Figure 4-1,** adding the names of your family members. Invent names as needed, for example if you do not have a brother.

Family Member	First Name	Last Name
Mother		
Father		
Sister		
Brother		
Grandmother		
Grandfather		

Figure 4-1.

Use this information to create a table, filling in names from your family.

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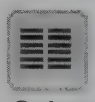
TIP
Use the arrow keys, the [Tab] key, and the [Shift][Tab] key combination to navigate through the cells in the table.

8. With the table selected, click the **More** button in the gallery in the **Table Styles** group on the **Design** on-demand tab of the ribbon.
9. Click the style named Dark Style 1—Accent 6 in the expanded gallery.
10. Using the handles, resize the table to fill the slide. The handles are displayed as three dots in the corners and on the top, bottom, right, and left of the table frame. When over a handle, the cursor changes to a standard resizing cursor. Holding down the [Shift] key while dragging a corner handle proportionally resizes the chart.

Setting Text in Columns

11. Display the My Music slide.
12. Click in the default text box, and add the names of ten of your favorite songs, one song per line. Notice how the text is automatically reduced in size to fit within the frame.
13. Select all of the songs in the list.


Columns

14. Click the **Columns** button in the **Paragraph** group on the **Home** tab of the ribbon, and click **More Columns...** in the drop-down menu. The **Columns** dialog box is displayed.
15. Click in the **Number:** text box, and enter 2. This is the number of columns.
16. Click the **Spacing:** text box, and enter 0.5. This is the distance in inches between columns.
17. Click the **OK** button to change the selected text to two columns of text. Notice how the text returns to the default size as it no longer needs to be reduced to fit in the text box.

Bullet Formatting

18. Select the first song in the list.

Bullets

19. Click the drop-down arrow next to the **Bullets** button in the **Paragraph** group on the **Home** tab of the ribbon, and click **Bullets and Numbering...** in the drop-down menu. The **Bullets and Numbering** dialog box is displayed.
20. Click the **Bulleted** tab in the dialog box, and click the **Hollow Square Bullets** image tile. This sets the type of bullet for the selected text.
21. Click the **Color** drop-down arrow, and select a color that contrasts with the slide background. ***Contrast*** means very different, such as black and white.
22. Click the **OK** button to apply the new bullet to the selected text.
23. Select the second song in the list.
24. Applying what you have learned, open the **Bullets and Numbering** dialog box, and click the **Customize** button on the **Bulleted** tab, as shown in **Figure 4-2.** The **Symbol** dialog box is opened.
25. Click the **Font:** drop-down arrow, and click a symbol font in the list, such as Wingdings.
26. Click a symbol to use as bullets, such as the frowning face, and click the **OK** button to return to the **Bullets and Numbering** dialog box.

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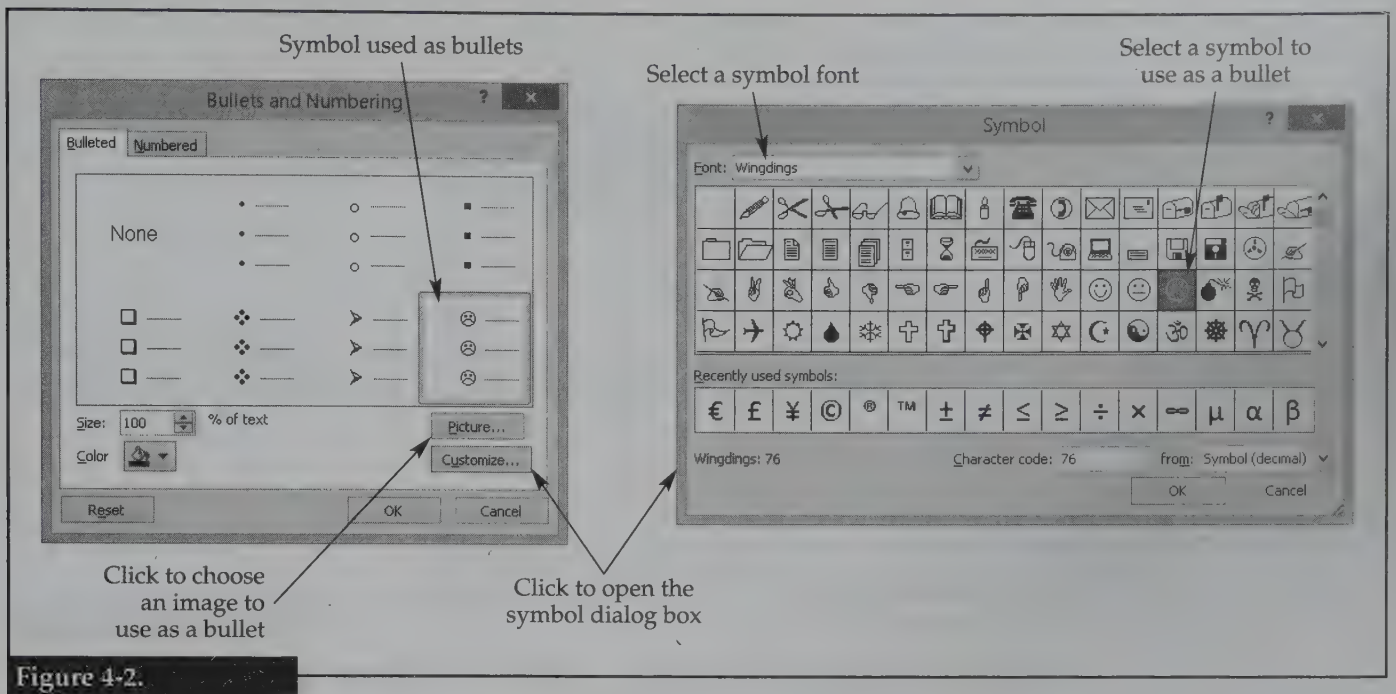

Figure 4-2.

Bullets can be changed to a symbol or an image.

27. Applying what you have learned, change the color of the bullets to light green, and click the **OK** button to apply the new bullets.
28. Select the third song in the list.
29. Applying what you have learned, open the **Bullets and Numbering** dialog box, and click the **Picture** button on the **Bulleted** tab.
30. In the **Picture Bullet** dialog box that is displayed, click the **Import...** button. A standard open dialog box is displayed, as shown in **Figure 4-2.**
31. Navigate to the Round Interests image saved earlier, select the file, and click the **Add** button. The image is added to the **Picture Bullet** dialog box.
32. Click the **OK** button in the **Picture Bullet** dialog box. The bullet for the selected text is updated to the image.
33. Applying what you have learned, assign a custom bullet to each song in the list. Use a mix of symbols and photographs.

Vertical Text Alignment

Align Text

34. Select the entire bulleted list.
35. Click the **Align Text** button in the **Paragraph** group on the **Home** tab of the ribbon. A drop-down menu is displayed.
36. Click **Bottom** in the drop-down menu. The text is aligned to the bottom of the text box, but notice that the tops of the columns remain even.
37. Save your work.

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Lesson 5
Chart Templates

Objectives

Students will insert a chart onto a slide. Students will format a text box. Students will modify the slide background. Students will customize a chart. Students will apply a preset chart style.

How to Begin

1. Open the My Favorite Things PowerPoint presentation created in the previous lesson, if it is not already open.
2. Applying what you have learned, use the slide sorter view to insert a new title and content slide after the My Profile slide.
3. Display the new slide in the normal view.
4. Add the text Class Rankings in the title text box.

Insert Chart

Inserting a Chart

5. Click the **Insert Chart** button in the **Illustrations** group on the **Insert** tab of the ribbon. The **Insert Chart** dialog box is displayed, as shown in **Figure 5-1.**
6. Click **Column** on the left of the dialog box, and click **3D Clustered Column** on the right.
7. Click the **OK** button to begin creating the chart. An Excel spreadsheet is opened for entering data, and PowerPoint and Excel are displayed side-by-side.
8. In the Excel file, enter the data shown in **Figure 5-2.** It is okay if some of the text does not fit within the cells. Excel does not automatically reduce text to fit, but this will not affect the chart in PowerPoint. Notice as you enter data the chart in PowerPoint is automatically updated.
9. In the Excel file, drag the bottom-right corner of the blue box to include all of the data.
10. Close the Excel file by clicking the standard close button (X) in the upper-right corner.

TIP
The **Insert Chart** icon displayed in the text box can be double-clicked to add a chart.

Formatting a Text Box

11. Applying what you have learned, proportionally reduce the size of the chart. Hold the [Shift] key to keep the chart proportional. Reducing the size will provide room on the sides and bottom of the chart to add text to the slide.
12. Applying what you have learned, move the chart on the slide so the space is to the left and below the chart.

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Figure 5-1.

When inserting a chart, there are several types of charts and styles from which to choose.

	Fun	Homework	Learning	Difficulty
English	5	6	8	6
Math	3	8	6	7
Science	9	4	6	3
Geography	4	2	5	4

Figure 5-2.

Data to be entered in a chart.

Text Box

13. Click the **Text Box** button in the **Text** group on the **Insert** tab of the ribbon. The cursor changes to a plus sign to indicate a text box can be drawn on the slide.
14. Click to the left of the chart, and drag to draw a text box.
15. Add the text Ranking 1 to 10 in the new text box.
16. Select the text box or place the insertion point anywhere within the text box.

Text Direction

17. Click the **Text Direction** button in the **Paragraph** group on the **Home** tab of the ribbon, and click **Stacked** in the drop-down menu. The text is spaced out, but does not appear stacked.
18. Using the bottom handle on the text box, stretch the box downward so the text is properly stacked along the side of the chart.
19. Applying what you have learned, change the color of the text in the text box to white and the fill for the text box to black.
20. Applying what you have learned, add a text box below the chart that contains the text My Courses. Set the text color to red and the fill color to yellow, as shown in **Figure 5-3.**

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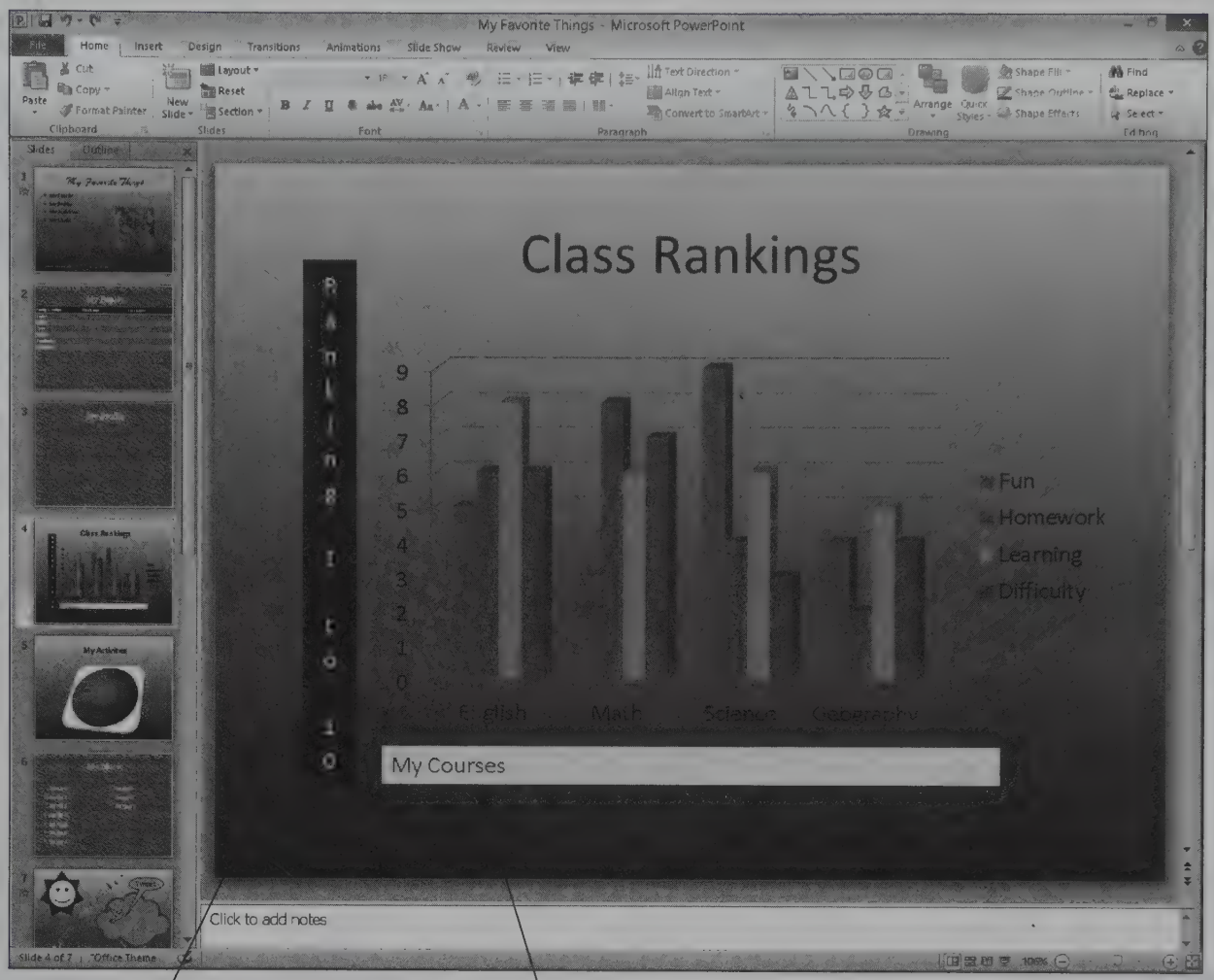

Figure 5-3.

Text boxes have been added to the slide and formatted.

Modifying the Slide Background

Notice how the chart and text are difficult to read. This is due to the background of the slide, which is inherited from the slide master. The slide master background can be overridden.

Background Styles

Undo

21. Click the **Background Styles** button in the **Background** group on the **Design** tab of the ribbon. A drop-down menu is displayed.
22. Click the **Style 1** image tile in the drop-down menu. Notice that *all* slides have the white background applied.
23. Click the **Undo** button or press the [Ctrl][Z] key combination to undo applying the background to all slides.
24. Click the **Background Styles** button, and right-click on the **Style 1** image tile in the drop-down menu to display a shortcut menu.
25. Click **Apply to Selected Slides** in the shortcut menu. The white background is applied only to the current slide. If any other slides were selected in the mini slides, the background would be applied to those slides as well.

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Customizing a Chart

When a chart is selected, there are three on-demand tabs available: **Design**, **Layout**, and **Format**. The commands in these tabs are used to customize the appearance of the chart.

Change Chart Type

26. Click the **Change Chart Type** button in the **Type** group on the **Design** on-demand tab in the ribbon. The **Change Chart Type** dialog box is displayed, which is the same as the **Insert Chart** dialog box used earlier.
27. Applying what you have learned, change the chart type to a clustered horizontal cylinder bar chart.

Chart Wall

28. Click the **Chart Wall** button in the **Background** group of the **Layout** on-demand tab in the ribbon, and click **More Wall Options...** in the drop-down menu.
29. Applying what you have learned, assign the paper bag texture fill to the chart wall. The ***chart wall*** is the background of the chart.

Axes

30. Click the **Axes** button in the **Axes** group on the **Layout** on-demand tab in the ribbon, and click **Primary Horizontal Axis** followed by **More Primary Horizontal Axis Options...** in the drop-down menu.

TIP
Other axis settings, such as the maximum and minimum values displayed in the chart, can be set in the **Format Axis** dialog box.

31. In the **Format Axis** dialog box, click **Axis Options** on the left, and then click the **Major unit: Fixed** radio button. Enter 1 in the corresponding text box, and click the **Close** button to apply the change. The horizontal axis now has marks for each number 1 through 10, as shown in **Figure 5-4.**
32. Click the **Legend** button in the **Labels** group on the **Layout** on-demand tab of the ribbon, and click **None** in the drop-down menu. This turns off the display of the legend in the chart. The ***legend*** is a list describing the data in the chart.
33. Click the drop-down arrow in the **Current Selection** group on the **Layout** on-demand tab of the ribbon, and click **Horizontal (Value) Axis** in the drop-down menu. Notice the values on the horizontal axis are selected in the chart.

Legend

34. Applying what you have learned, change the text color to red.
35. Click the **Edit Data** button in the **Data** group on the **Design** on-demand tab in the ribbon. The spreadsheet is opened in an Excel window.
36. Change any of the numerical values to 12.
37. Close the Excel data window. Notice the horizontal axis displays values up to 12.

Edit Data

38. Applying what you have learned, modify the horizontal axis to restrict the maximum value to 10. Review steps 30 and 31 if needed.

TIP
The current selection can also be set by clicking the element in the chart.

Chart Styles

39. Applying what you have learned, add a new title and content slide after the Class Ranking slide.
40. Add the text My Average Day as the title.
41. Applying what you have learned, add a pie chart to the slide.
42. In the spreadsheet for the chart, enter data to describe the number of hours you spend doing activities in an average day. The total must be 24 hours and may include activities such as sleep, school, work, homework, television, video games, and so on.

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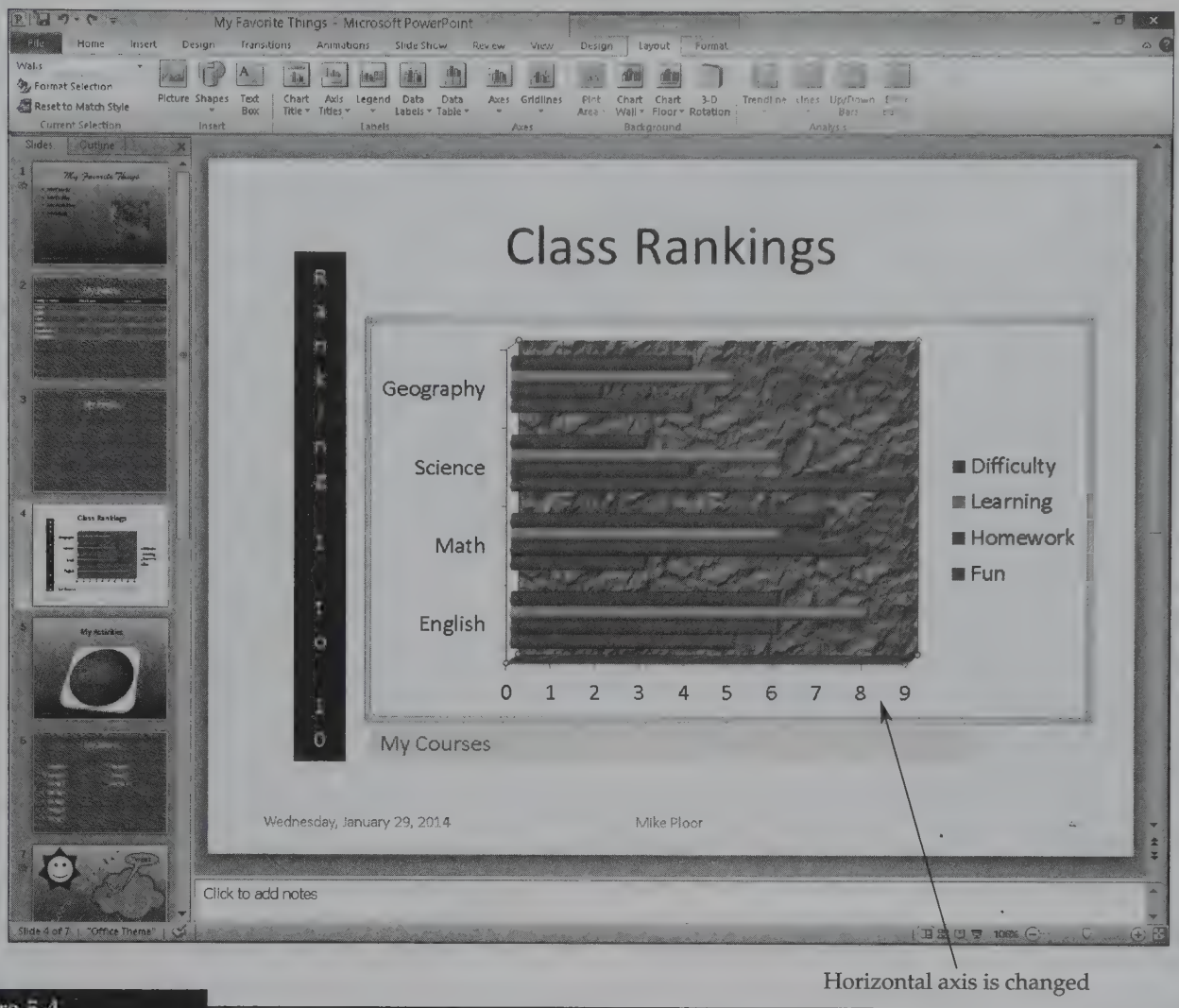

Figure 5-4.

The horizontal axis has been modified to display each whole number from 1 through 10.

43. With the chart selected, click **Chart Style 42** in the gallery in the **Chart Styles** group on the **Design** on-demand tab in the ribbon. The chart is updated based on the definitions of that style.
44. Applying what you have learned, apply a chart style in which the slices of the pie are shades of purple and beveled with a 3D effect.
45. Save your work.

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Lesson 6 Creating an Organizational Chart Using SmartArt

Objectives

Students will create an organizational chart. Students will create SmartArt from a hierarchical list. Students will modify an organizational chart created from SmartArt.

How to Begin

1. Open the My Favorite Things PowerPoint presentation created in the previous lesson, if it is not already open.
2. Applying what you have learned, insert a new title and content slide after the My Activities slide.
3. Add the text My School as the title.

Creating an Organizational Chart

You will make an organizational chart to show the hierarchy of your school or workplace. You may use actual names or invent names and positions.

4. In the contents text box below the title, add the text Principal, Ms. *name,* and press the [Enter] to start a new line.
5. Press the [Tab] key to indent the next line. Indenting makes the line subordinate to the line above. Notice the bullet changes to distinguish the subordinate line from the parent line.
6. Add the text Assistant Principal, Mr. *name,* and press the [Enter] key. The new line is the same level as the previous line.
7. Add the text Assistant Principal, Ms. *name,* and press the [Enter] key.
8. Press the [Tab] key to indent the next line and make it subordinate to the previous assistant principal line. Notice the bullet again changes to indicate a third level.
9. Add the text AP Administrative Assistant, Mr. *name,* and press [Enter].
10. Applying what you have learned, add a second administrative assistant, as shown in **Figure 6-1.**

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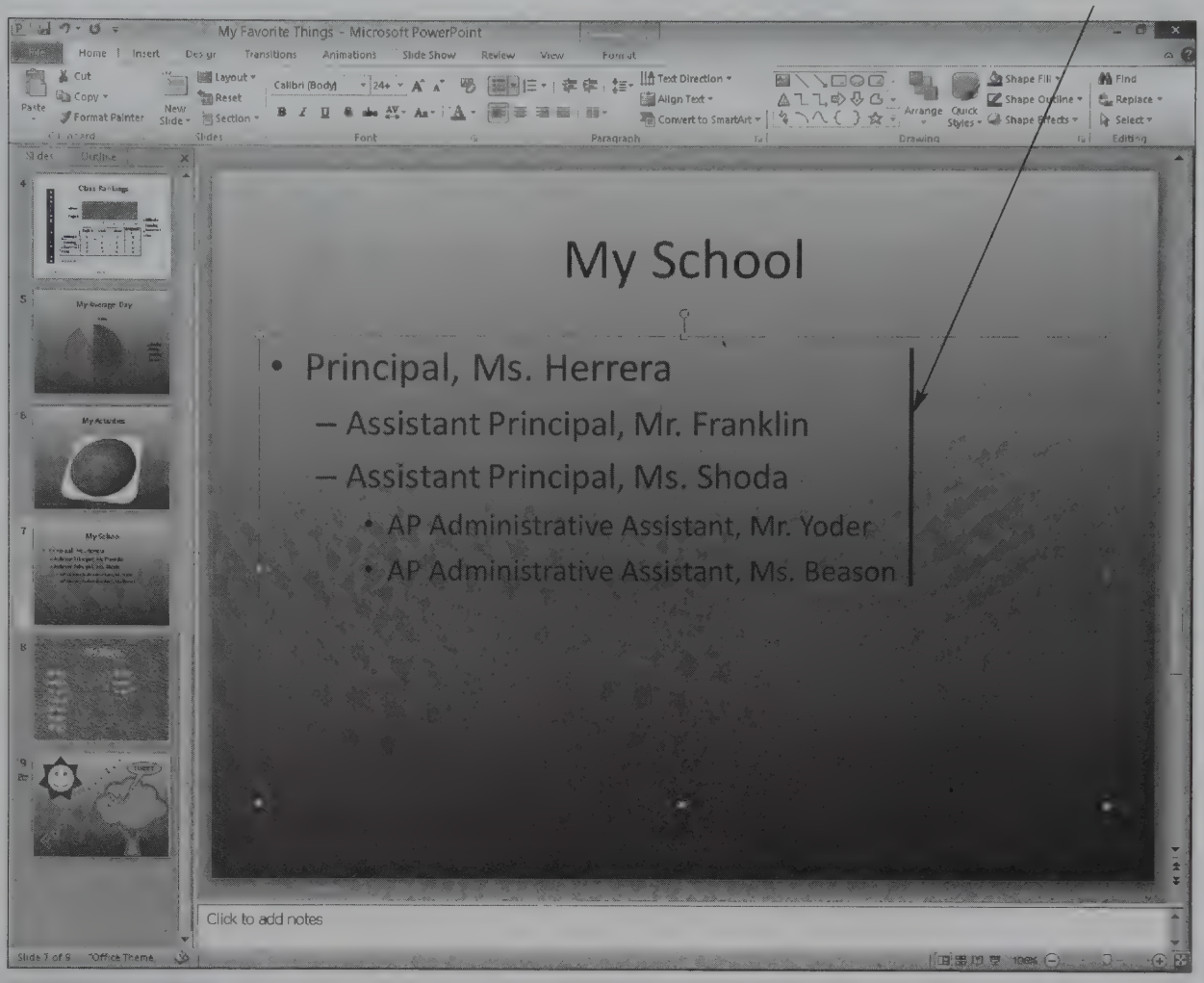
Hierarchy created in list form
My Favorite Things - Microsoft PowerPoint
My School
• Principal, Ms. Herrera
– Assistant Principal, Mr. Franklin
– Assistant Principal, Ms. Shoda
• AP Administrative Assistant, Mr. Yoder
• AP Administrative Assistant, Ms. Beason
Click to add notes

Figure 6-1.

A hierarchical list is created from which an organizational chart will be created.

Creating SmartArt

To make the job of creating an organizational chart easier, PowerPoint has objects called SmartArt. SmartArt can be used for various tasks, one of which is formatting organizational charts.

Convert to SmartArt

11. Select the contents text box or place the insertion point anywhere within the text box.
12. Click the **Convert to SmartArt** button in the **Paragraph** group on the **Home** tab of the ribbon, and click **More SmartArt Graphics...** in the drop-down menu. The **Choose a SmartArt Graphic** dialog box is displayed, as shown in **Figure 6-2.**
13. Click **Hierarchy** on the left side of the dialog box. The options are filtered to graphics suitable for displaying a hierarchy.
14. Click **Organization Chart** in the middle of the dialog box. A description and sample of the selected type is displayed on the right of the dialog box.
15. Click the **OK** button. The hierarchy created in list form is converted to an organizational chart.

TIP
Some types of SmartArt can be selected directly in the drop-down menu displayed by clicking the **Convert to SmartArt** button.

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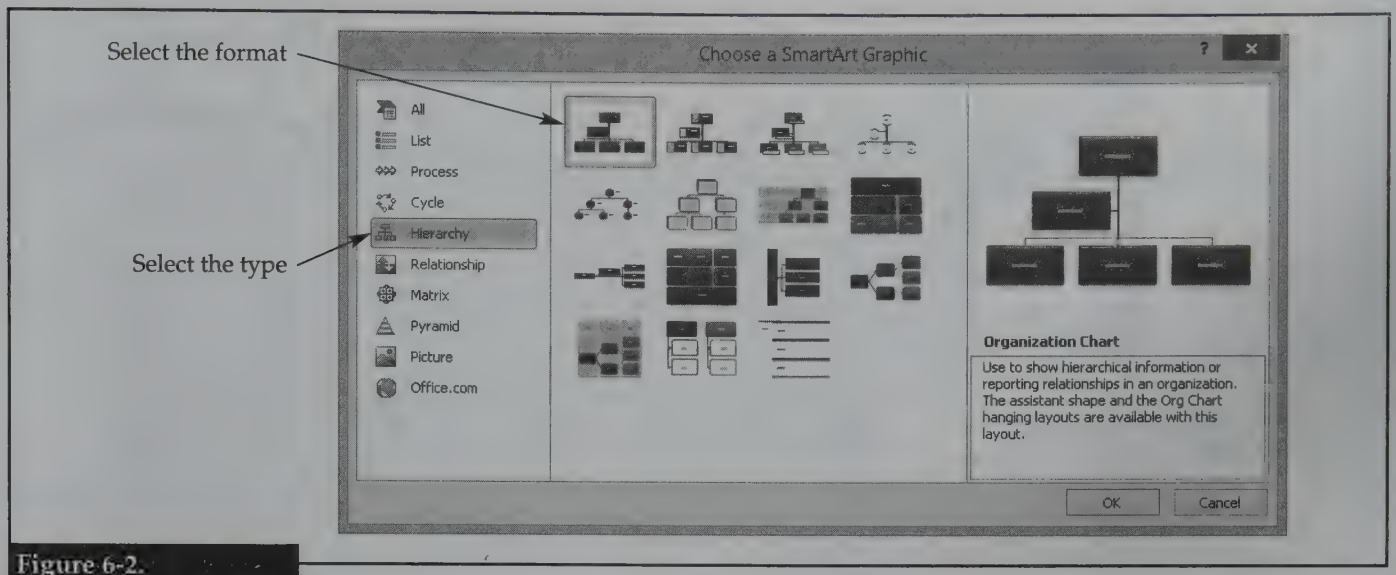


Figure 6-2.

Selecting the type of SmartArt to create.

Modifying a SmartArt Organizational Chart

Text Pane

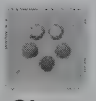
16. With the SmartArt selected, click the **Text Pane** button in the **Create Graphic** group on the **Design** on-demand tab in the ribbon. The text pane is displayed to the left of the SmartArt and contains the hierarchical list, as shown in **Figure 6-3.**

TIP
The text pane can be displayed by clicking the double-arrow tab on the left border of the SmartArt.

17. If a bullet without text appears at the bottom of the list in the text pane, click to the right of the bullet, and press the [Backspace] key to remove it. This will also remove the associated empty box in the SmartArt.
18. Right-click on the last administrative assistant in the text pane, and click **Promote** in the shortcut menu. Also promote the other administrative assistant. The assistant principals and the administrative assistants are now all the same level in the hierarchy. Notice how the boxes in the SmartArt automatically move to reflect the changes.
19. Right-click on the first administrative assistant, and click **Move Up** in the shortcut menu. This places the administrative assistant after the first assistant principal and before the second assistant principal.
20. Right-click on the first administrative assistant, and click **Demote** in the shortcut menu. This makes the administrative assistant subordinate to the assistant principal in the hierarchy. Similarly, demote the other administrative assistant.

Text Pane

21. Close the text pane by clicking the close button (X) in the upper-right corner or by clicking the **Text Pane** button.
22. With the SmartArt selected, click the **More** button on the gallery in the **Layouts** group on the **Design** on-demand tab in the ribbon.
23. Click **Horizontal Hierarchy** in the expanded gallery. The SmartArt changes from a vertical orientation to a horizontal orientation.
24. Click the **More** button on the gallery in the **SmartArt Styles** group on the **Design** on-demand tab in the ribbon.



Change Colors

25. Click **Polished** in the **3D** area of the expanded gallery.
26. Click the **Change Colors** button in the **SmartArt Styles** group on the **Design** on-demand tab in the ribbon, and click **Dark 2 Fill** in the drop-down menu.

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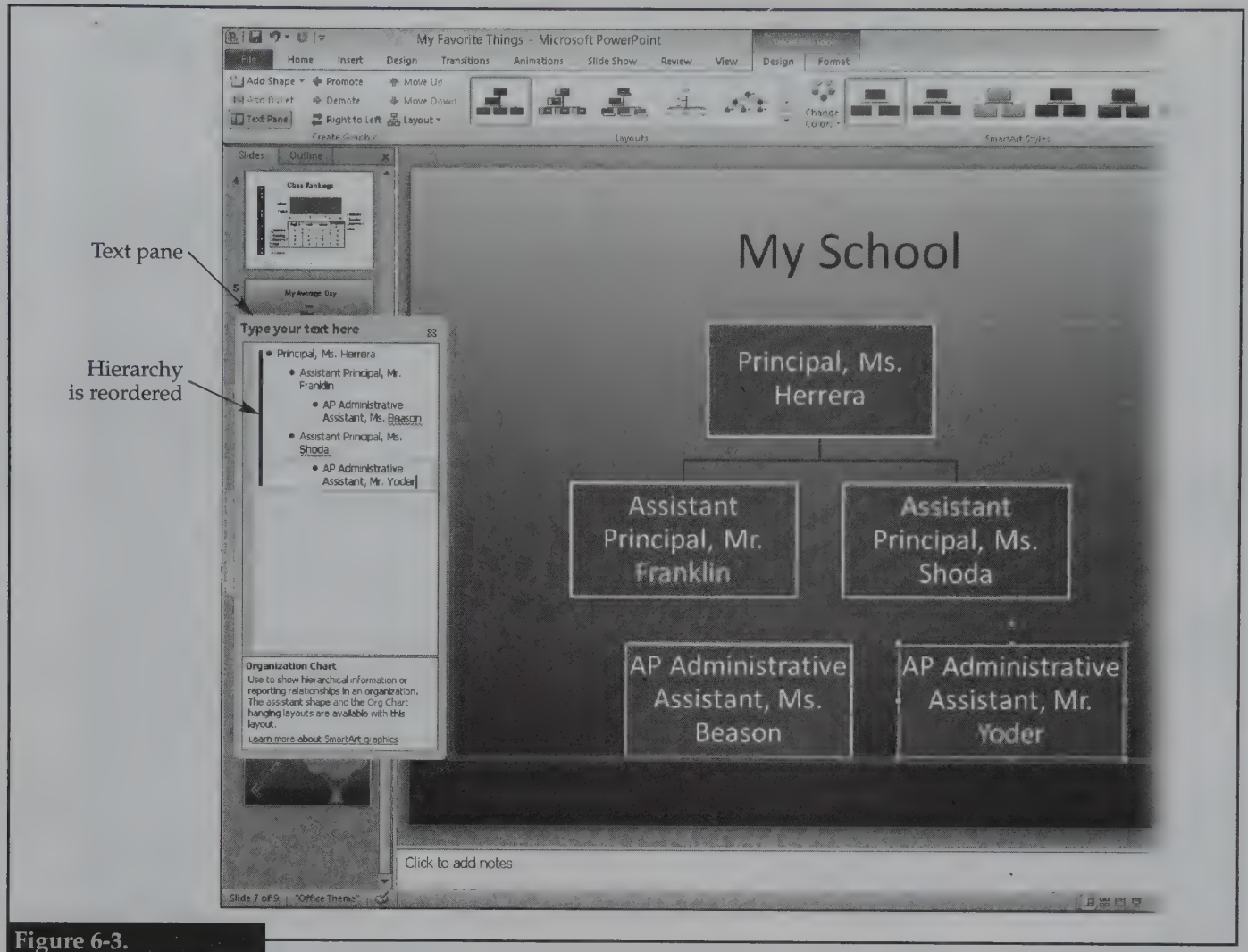
Text pane
Hierarchy is reordered
My Favorite Things - Microsoft PowerPoint
Type your text here
Principal, Ms. Herrera
Assistant Principal, Mr. Franklin
AP Administrative Assistant, Ms. Beason
Assistant Principal, Ms. Shoda
AP Administrative Assistant, Mr. Yoder
Organization Chart
Use to show hierarchical information or reporting relationships in an organization. The assistant shape and the Org Chart hanging layouts are available with this layout.
Learn more about SmartArt graphics
My School
Principal, Ms. Herrera
Assistant Principal, Mr. Franklin
Assistant Principal, Ms. Shoda
AP Administrative Assistant, Ms. Beason
AP Administrative Assistant, Mr. Yoder
Click to add notes

Figure 6-3.

Using the text pane to reorder the organizational chart.

27. Applying what you have learned, resize the organizational chart so it is as large as possible while still fitting on the slide.
28. Save your work.

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Lesson 7 Hyperlinks and Buttons

Objectives

Students will create action buttons. Students will insert hyperlinks. Students will modify the appearance of hyperlinks.

How to Begin

1. Open the My Favorite Things PowerPoint presentation created in the previous lesson, if it is not already open.
2. Applying what you have learned, insert a new section header slide at the end of the presentation.
3. Add the text The End as the title.
4. In the content text box, add the text Click to replay.

Creating Action Buttons

5. Use the **Shapes** button in the **Illustrations** group on the **Home** tab of the ribbon to insert an Action Button: Home shape in the bottom-right corner of the slide. When the mouse button is released to complete the shape, the **Action Settings** dialog box is displayed, as shown in **Figure 7-1.**

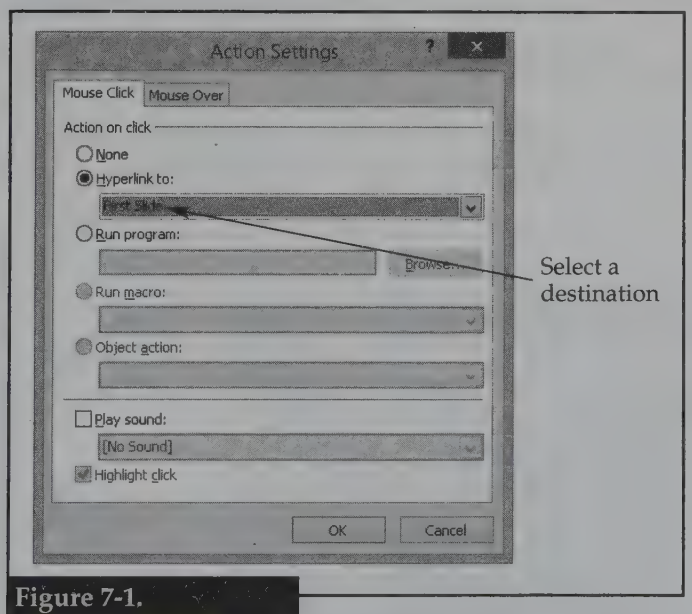

Figure 7-1.

Assigning an action to a preset button.

6. On the **Mouse Click** tab of the dialog box, click the **Hyperlink to:** radio button, click the drop-down arrow below it, and click **First Slide** in the drop-down menu.
7. Click the **OK** button to apply the action to the shape. Now, when the user clicks the home button (shape) during the presentation, the presentation will be directed to the first slide, which, in effect, restarts the presentation.
8. Applying what you have learned, insert an Action Button: Sound shape above the home button.
9. On the **Mouse Click** tab of the **Action Settings** dialog box, check the **Play sound:** check box, click the drop-down arrow below it, and click **Other Sound...** in the drop-down menu. A standard open dialog box is displayed.
10. Navigate to the Bell sound file saved in Lesson 2 and open the file. Now, when the user clicks the sound button (shape) during the presentation, the selected sound will be played.

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11. Applying what you have learned, insert an Action Button: Custom above the sound button and set it to hyperlink to the end of the show.
12. Applying what you have learned, insert a text box above the custom button, and add the text End Show.
13. Applying what you have learned, change the fill color of the custom button to a texture of fish fossils.
14. Applying what you have learned, change the fill and outline colors of the other buttons for best visibility and contrast.

Inserting Hyperlinks

A ***hyperlink*** is an electronic link between a marked place in a document and another place in the document or to another document, file, or web page. Hyperlinks typically appear in documents as blue underlined text, but can be formatted in many different appearances.

Hyperlink

15. Select the text Click to replay in the content text box.
16. Click the **Hyperlink** button in the **Links** group on the **Insert** tab of the ribbon. The **Insert Hyperlink** dialog box is displayed.
17. Click **Place in This Document** on the left of the dialog box. The slides in the presentation are displayed in a tree format in the middle of the dialog box, as shown in **Figure 7-2.**
18. Click on the My Favorite Things slide in the tree, and click the **OK** button. A hyperlink is assigned to the selected text that will display the My Favorite Things slide when the user clicks during the presentation.
19. Applying what you have learned, play the slide show from the beginning. While the presentation is running, test the buttons and links on the last slide.

Modifying the Appearance of Hyperlinks

Notice how the color of the hyperlinked changed from blue to purple after the hyperlink was clicked. Purple is the default color for a followed hyperlink in

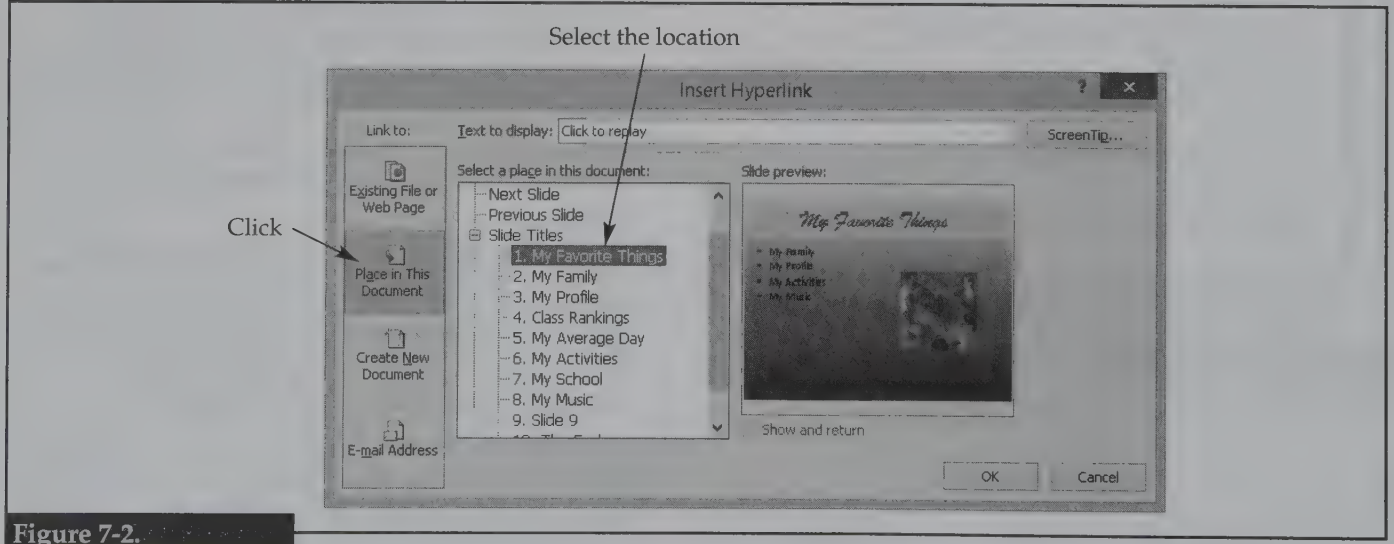

Figure 7-2.

Assigning a place within the current presentation as a hyperlink.

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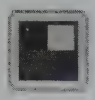

Theme Colors

PowerPoint 2010, while blue is the default color for an unfollowed hyperlink. Changing colors like this shows the user which links have been used. This is a standard practice on web pages, although the colors used vary usually based on the colors in the design of the web page. Similarly, the colors of followed and unfollowed hyperlinks can be changed in PowerPoint to better fit the colors in a presentation.

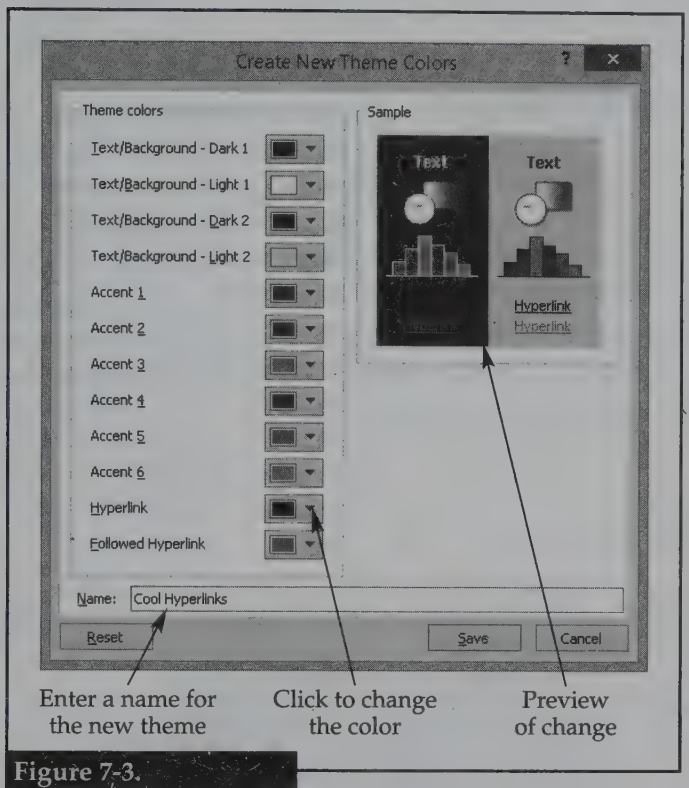

Figure 7-3.

Modifying the appearance of followed and unfollowed hyperlinks.

Additionally, the base accent colors in PowerPoint can be changed. The accent colors are color variations that appear as color swatches for shape fills or other standard color settings in PowerPoint. That is how the names such as Red, Accent 2, 80% Lighter are constructed. If the accent color is changed, all associated color swatches are changed.

20. Click the **Theme Colors** button in the **Themes** group on the **Design** tab of the ribbon, and click **Create New Theme Colors...** in the drop-down menu. The **Create New Theme Colors** dialog box is displayed, as shown in **Figure 7-3.**
21. Locate **Hyperlink** in the list, click the corresponding color swatch color, and click black in the palette that appears.
22. Similarly, change the **Followed Hyperlink** color to light blue.
23. Click in the **Name:** text box, and enter Cool Hyperlinks. By providing a descriptive name, the theme can be easily located in the future.
24. Click the **Save** button to apply the new theme and save it to the list.
25. Save your work.

Lesson 8
Proofing and Publishing

Objectives

Students will add comments to a slide. Students will add annotation marks to a slide. Students will inspect a document for metadata. Students will set properties for a presentation. Students will set PowerPoint options. Students will publish a presentation for placement on a CD. Students will print handouts from a presentation.

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How to Begin

Page Setup

1. Open the My Favorite Things PowerPoint presentation created in the previous lesson, if it is not already open.
2. Click the **Page Setup** button on the **Design** tab in the ribbon. The **Page Setup** dialog box is displayed.

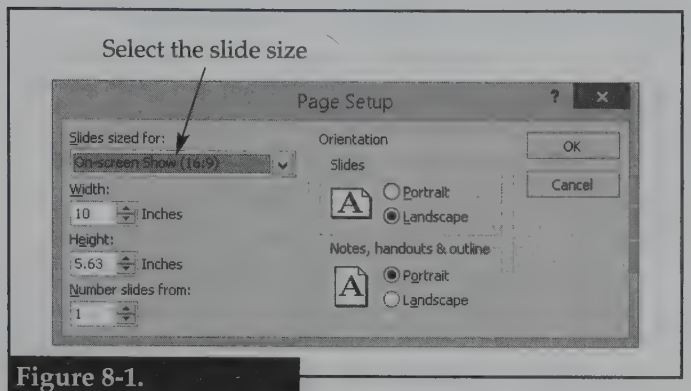

Figure 8-1.

Setting the slide size.

3. Click the **Slides sized for:** drop-down menu. The presentation monitor has a 32 by 18 (32:18 or 32 × 18) resolution format, but notice there is no option for 32 by 18. There is, however, an option for 16 by 9. Since this is the same aspect ratio as a 32 by 18 display, it will work perfectly. Click **On-screen Show (16:9)** in the drop-down menu, as shown in **Figure 8-1.**
4. Click the **OK** button to change the slide size. Notice all slides are automatically resized for a widescreen monitor.

Adding Comments

New Comment

Show Markup

5. Applying what you have learned, display the My School slide. Notice that the name of the school has not been included on the slide. A comment will be added as a reminder to fix the error later.
6. Click the **New Comment** button in the **Comments** group on the **Review** tab of the ribbon. A comment text box is added to the slide, as shown in **Figure 8-2.**
7. Add the text Include school name to the comment box.
8. Click anywhere outside of the comment box to deactivate it. Notice the comment is collapsed to a small block with your initials and an index number.
9. Click the **Show Markup** button in the **Comments** group on the **Review** tab of the ribbon to turn off the button and hide the comment.

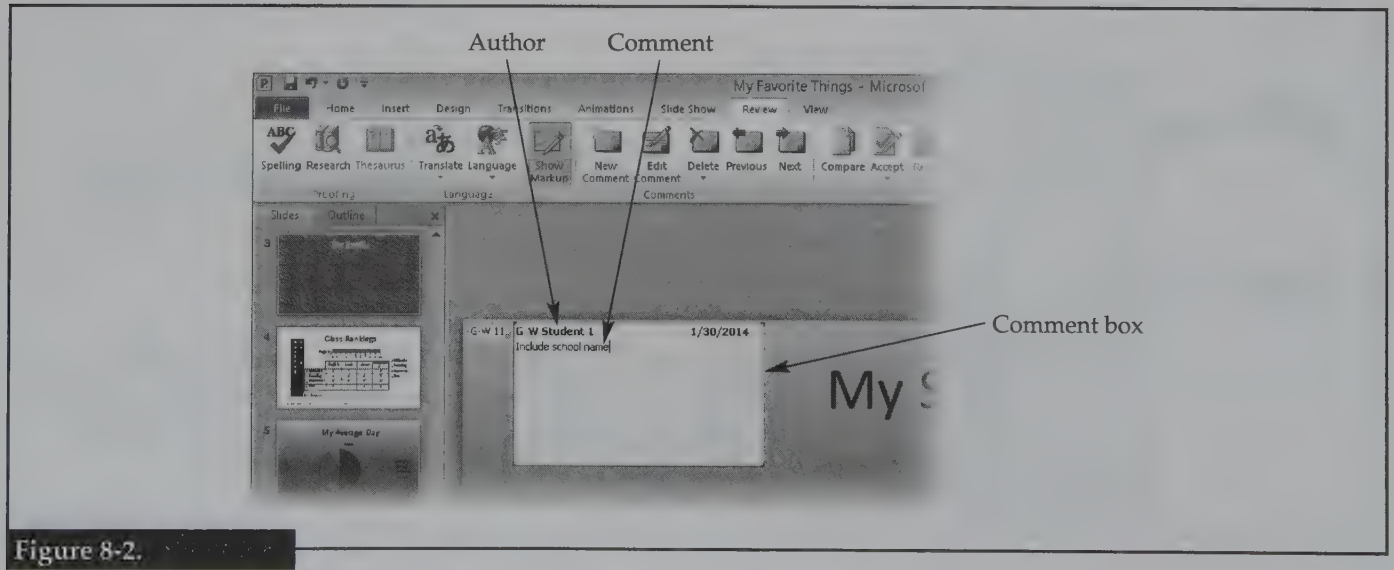

Figure 8-2.

Adding a comment to a slide.

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Slide Show from Current Slide

Start Inking

TIP

Some versions of PowerPoint 2010 have a **Start Inking** button on the **Review** tab in the ribbon that allows annotations, or comments, to be drawn on slides without running the presentation.

Adding Annotation Marks

10. Click the **Slide Show From Current Slide** button in the **Start Slide Show** group on the **Slide Show** tab of the ribbon. The My School slide is displayed in presentation mode.
11. Move the cursor to the bottom-left corner of the slide to display a toolbar, and click the **Start Inking** button, and click **Pen** in the shortcut menu that is displayed, as shown in **Figure 8-3.**
12. Draw some marks on the slide, such as circling one of the boxes and drawing a line to a new location.
13. Press the [Esc] key to end the slide show, and click the **Keep** button in the dialog box that appears asking if you want to save the inked annotations.
14. In the normal PowerPoint view, select the inked annotation on the My School slide. The **Format** and **Pens** on-demand tabs are available.
15. Click the **Green Highlighter** image tile in the gallery in the **Pens** group on the **Pens** on-demand tab.
16. Highlight the slide title. Draw a couple of lines if needed to completely cover the title. Press the [Esc] key to end the highlighter tool.
17. Select the first inked annotation, and press the [Delete] key. The annotation is removed from the slide.

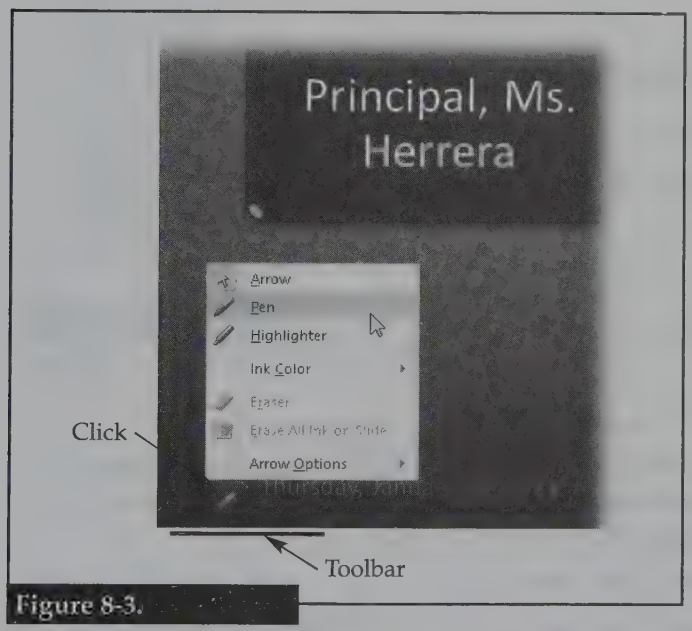

Figure 8-3.

Adding annotation marks to a slide during a presentation.

Inspecting a Document

Metadata provide information about other data, such as a document. On a document, metadata may include personal information and comments that you may not want to share with others. Metadata are not printed when the document is printed, but can be accessed in the document file.

18. Click the **File** tab in the ribbon. The *backstage view* is displayed, which contains commands for managing files, data about files, and PowerPoint options.
19. Click the **Info** button on the left, click the **Check for Issues** button in the middle, and click **Inspect Document** in the drop-down menu, as shown in **Figure 8-4.**
20. If prompted to save the presentation, click the **Yes** button. The **Document Inspector** dialog box is displayed.
21. Check the check boxes corresponding to the data you wish to look for, and click the **Inspect** button.
22. If any metadata are found, the **Document Inspector** dialog box reports this. Click the **Remove All** button to remove all metadata.
23. Click the **Close** button to close the **Document Inspector** dialog box.

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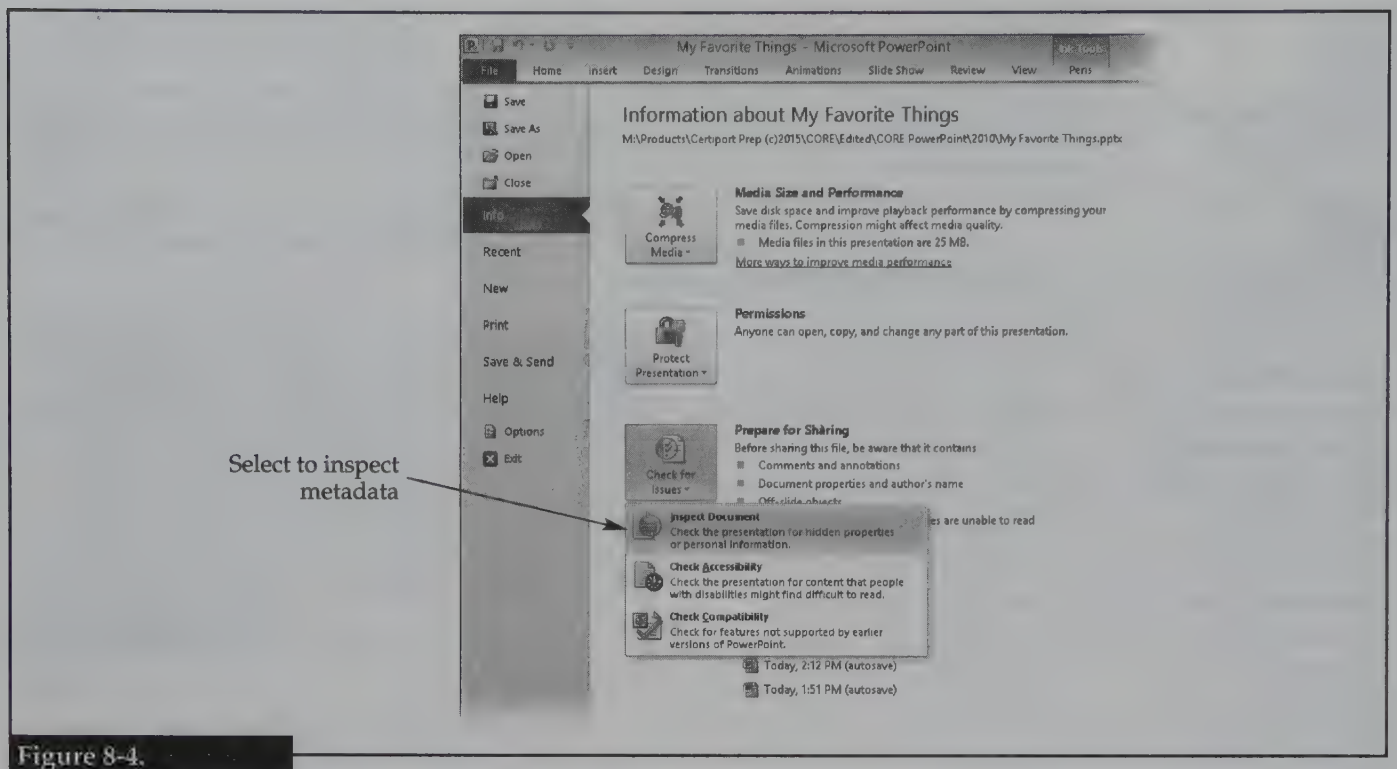

Figure 8-4.

Inspecting a document for metadata.

Presentation Properties and Security

24. Click the **Info** button in the **File** tab on the ribbon.
25. Click the **Show All Properties** link at the bottom-right corner of the backstage view.
26. Locate the **Subject** property. Notice that it states Specify a subject in gray text, which is placeholder text and indicates the property is currently empty.
27. Click the **Subject** property placeholder text, and add the text Education, as shown in **Figure 8-5.**
28. Add the text In Progress to the **Status** property.
29. Click the **Protect Presentation** button in the middle of the current backstage view, and click **Encrypt with Password** in the drop-down menu. The **Encrypt Document** dialog box is displayed.
30. Click in the **Password:** text box, and enter 123.
31. Click the **OK** button to set the password. You are prompted to reenter the password. Do so now.
32. Save and close the presentation.
33. Reopen the presentation. You must input the password to open the presentation.

PowerPoint Options

34. Click the **Options** button in the **File** tab of the ribbon. The **PowerPoint Options** dialog box is displayed.
35. Click **General** on the left of the dialog box.

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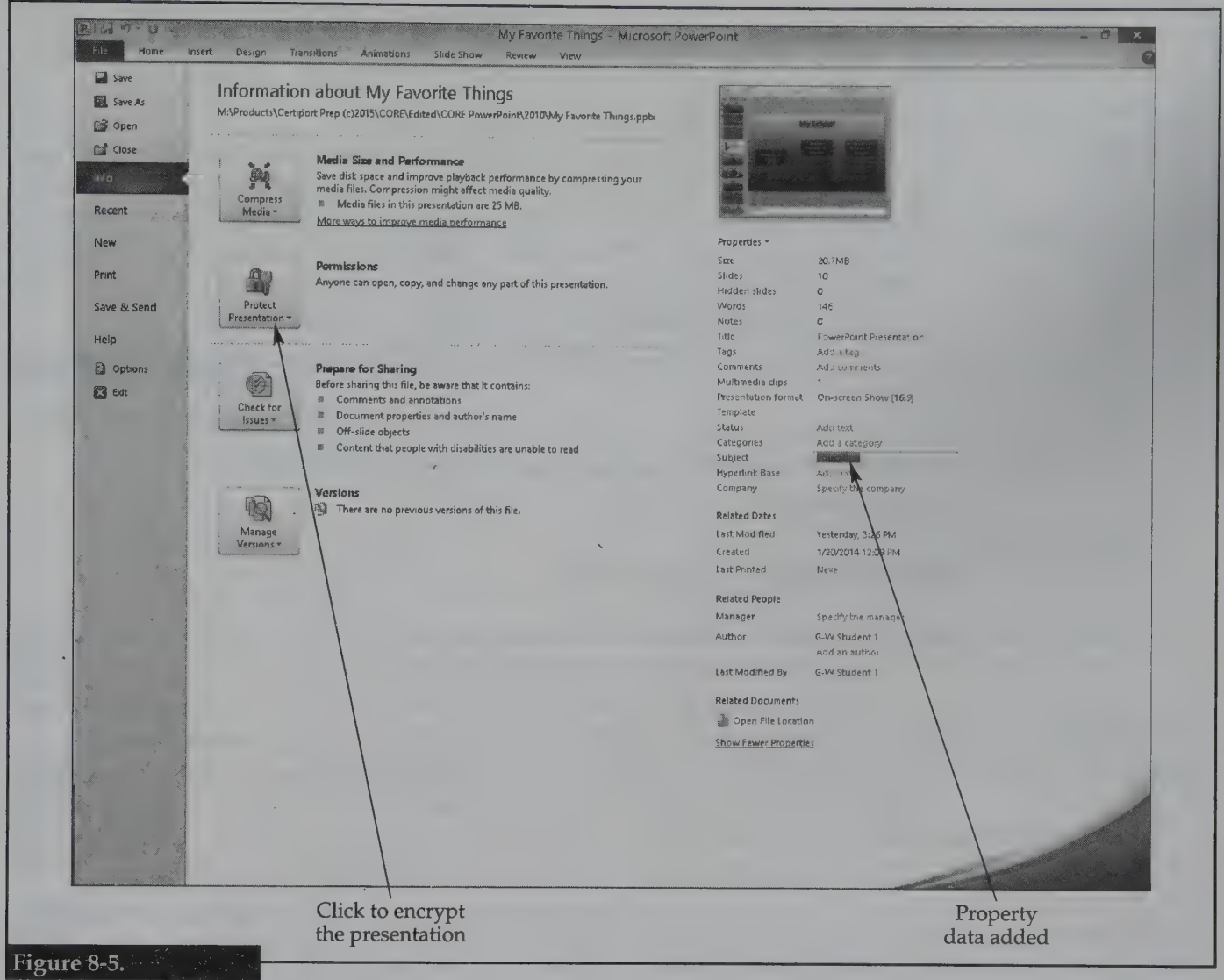

Figure 8-5.

Adding metadata properties to a presentation.

36. Click in the **User name:** text box, and enter your name. Similarly, click in the **Initials:** text box, and enter your initials.
37. Click **Proofing** on the left of the dialog box.
38. Uncheck the **Check spelling as you type** check box. The squiggly red underlines will no longer appear under words that may be misspelled.
39. Click the **AutoCorrect Options...** button. The **AutoCorrect** dialog box is displayed.
40. Click the **Math AutoCorrect** tab in the **AutoCorrect** dialog box. Review the list of shortcuts for adding symbols. For example, if the text \angle is added to a slide, it is automatically replaced with the angle symbol.
41. Close the **AutoCorrect** dialog box.
42. Click **Save** on the left of the **PowerPoint Options** dialog box.
43. Click in the **Save AutoRecover information to every** text box, and enter 8. This is the number of minutes between autosaves.
44. Click **Advanced** on the left of the dialog box.

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45. Click in the **Show this number of Recent Documents** text box, and enter 10. This is the number of documents that will be available when clicking **Recent** in the **File** tab of the ribbon.

TIP
The ability to customize the ribbon is a powerful feature in Office 2010.

46. Click **Customize Ribbon** on the left of the dialog box.
47. Click the **Choose commands from:** drop-down arrow, and click **Commands Not in the Ribbon** in the menu. Only those commands not on the ribbon by default appear in the left-hand list. The commands in the left-hand list can be added to custom groups in the right-hand list. A custom group is created by clicking the **New Group** button below the right-hand list.
48. Click **Quick Access Toolbar** on the left of the dialog box.
49. Click the **Choose commands from:** drop-down arrow, and click **File Tab** in the menu.
50. Select **Quick Print** in the left-hand list, and click the **Add** button. The command is added to the **Quick Access** toolbar and appears in the right-hand list.
51. Click the **OK** button to apply the changes.

Publishing Options

PowerPoint allows a presentation to be saved, or published, in many forms. One very convenient form is a package to be placed on a CD.

52. Click **Save & Send** in the **File** tab on the ribbon.
53. Notice the choices available for publishing. Click **Package Presentation for CD** in the middle of the backstage view, and click the **Package for CD** button on the right of the backstage view. The **Package for CD** dialog box is displayed, as shown in **Figure 8-6.**
54. Click in the **Name the CD:** text box, and enter your first and last name.
55. Make sure the My Favorite Things PowerPoint presentation appears in **Files to be copied** list. If not, click the **Add...** button, and open the file.
56. If a password needs to be added, click the **Options...** button, and add the password in the **Options** dialog box.

TIP
To package the presentation directly onto a CD, click the **Copy to CD** button.

57. Click the **Copy to Folder** button. In the **Copy to Folder** dialog box that is displayed, enter a folder name and set the location as your working folder.
58. Click the **OK** button to create the package. A subfolder is created in your working folder, and the package is created in that subfolder. You may receive one or more messages related to linked files or comments. Answer the prompts as appropriate.
59. Using the operating system's file explorer, display the contents of your working folder. Examine what is created for the packaged PowerPoint presentation, and then close the file explorer.
60. Close the **Package for CD** dialog box.

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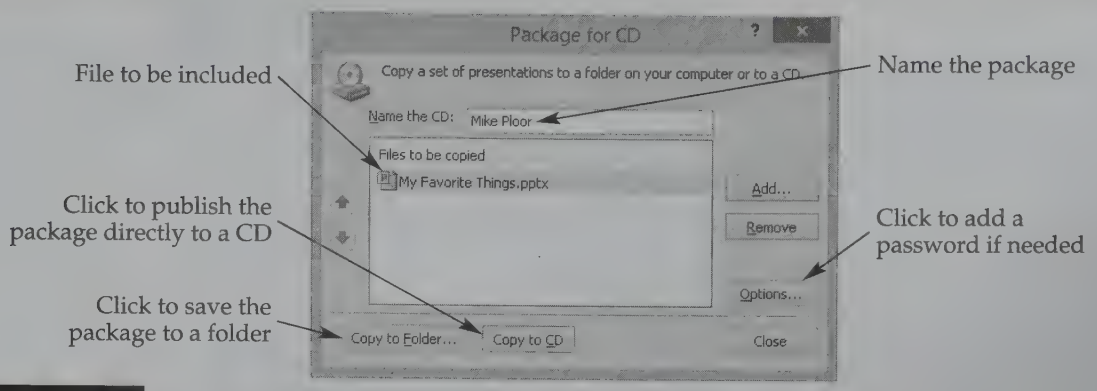
Package for CD
Copy a set of presentations to a folder on your computer or to a CD.
Name the CD: Mike Floor
Files to be copied
My Favorite Things.pptx
Add...
Remove
Options...
Copy to Folder...
Copy to CD
Close
File to be included
Name the package
Click to publish the package directly to a CD
Click to add a password if needed
Click to save the package to a folder

Figure 8-6.

Creating a package of a presentation for use on a CD.

Printing Handouts

Handouts are printouts of the slides in a presentation, and they can help the audience follow along with the presentation. It is convenient to use the handout master to set up handouts.

Handout Master

61. Click the **Handout Master** button in the **Master Views** group on the **View** tab of the ribbon. The handout master view is displayed, and the **Handout Master** tab is available in the ribbon.

Background Styles

62. Click the **Background Styles** button in the **Background** group on the **Handout Master** on-demand tab, and click the **Style 7** image tile in the drop-down menu. A background is added to the handout master.
63. Uncheck the **Date** and **Footer** check boxes in the **Placeholders** group on the **Handout Master** tab in the ribbon. Those items are removed from the handout master.

Slides Per Page

64. Click the **Slides Per Page** button in the **Page Setup** group on the **Handout Master** tab in the ribbon, and click **3 Slides** in the drop-down menu.
65. Click the **Handout Orientation** button in the **Page Setup** group on the **Handout Master** tab in the ribbon, and click **Landscape** in the drop-down menu.

Handout Orientation

66. Close the handout master view to display the normal view.
67. Click **Print** in the **File** tab of the ribbon.
68. In the **Settings** area on the right of the backstage view, click the drop-down menu option currently set to Full Page Slides, and click **3 Slides** in the **Handouts** area of the drop-down menu, as shown in **Figure 8-7.**
69. Click the **Print** button to print the handouts.
70. Save your work.

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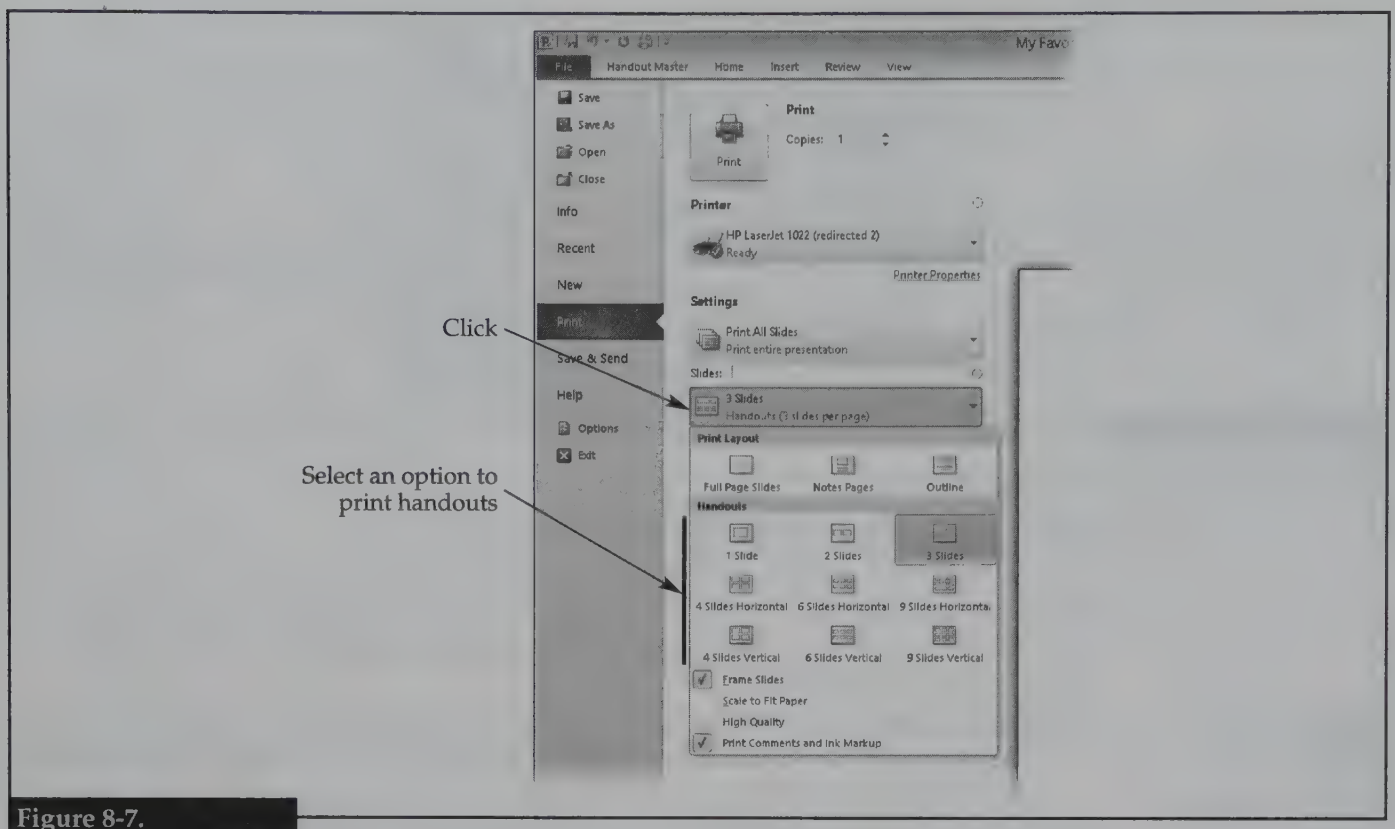

Figure 8-7.

Printing handouts of a presentation.

Lesson 9 Transitions and Timing

Objectives

Students will add transitions between slides. Students will rehearse the timing of a slide show. Students will set slide show options. Students will organize slides into sections. Students will create a custom slide show.

How to Begin

1. Open the My Favorite Things PowerPoint presentation created in the previous lesson, if it is not already open.
2. Applying what you have learned, move the My Music slide to after the My Family slide.
3. Display the first slide in the presentation.

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Adding Slide Transitions

Transitions are animations that occur from one slide to the next. These should not be confused with animations that are applied to objects on a slide.

4. Click the **More** button in the gallery in the **Transition to This Slide** group on the **Transitions** tab of the ribbon.
5. Click the **Checkerboard** image tile in the **Exciting** section of the expanded gallery. The transition is applied and previewed.
6. Applying what you have learned, change the transition speed to three seconds.
7. Applying what you have learned, change the transition sound to the sound of a camera.
8. Check the **After:** check box in the **Timing** group on the **Transitions** tab in the ribbon, click in the corresponding text box, and enter 3. This sets the slide to advance automatically after three seconds.
9. Applying what you have learned, preview the transition on this slide. Note, in the preview the presentation will not advance to the next slide.
10. Click the **Apply to All** button in the **Timing** group on the **Transitions** tab of the ribbon. This copies the transition and its settings from the current slide to all other slides in the presentation.

Rehearsing the Timing of a Slide Show

PowerPoint has a feature that allows the timings of the slide show to be rehearsed. This allows you to review the slide show and have PowerPoint record the timing of each animation as you activate it.

Rehearse Timings

11. Click the **Rehearse Timings** button in the **Set Up** group on the **Slide Show** tab of the ribbon. The presentation is played, and a recording toolbar appears in the upper-left corner of the screen, as shown in **Figure 9-1.**
12. Press the space bar to advance through the presentation.
13. When the last slide is displayed, press the space bar to end the rehearsal. A message appears reporting the total time for the slide show and asking if you would like to save the slide timings.
14. Click the **Yes** button to apply the recorded timings to the slides. To discard the timings, click the **No** button.

Slide Show Options

Set Up Slide Show

15. Click the **Set Up Slide Show** button in the **Set Up** group on the **Slide Show** tab in the ribbon. The **Set Up Show** dialog box is displayed, as shown in **Figure 9-2.**
16. Click the **Pen color:** drop-down arrow, and click a color in the drop-down menu. This is the default color for annotation markups added to the slides.
17. Check the **Loop continuously until 'Esc'** check box. When checked, the presentation will loop after the last slide is displayed.
18. Click the **OK** button to update the settings.
19. Applying what you have learned, add an annotation by circling the first word on the second slide. The pen color should be the same as what was selected in the **Set Up Show** dialog box.

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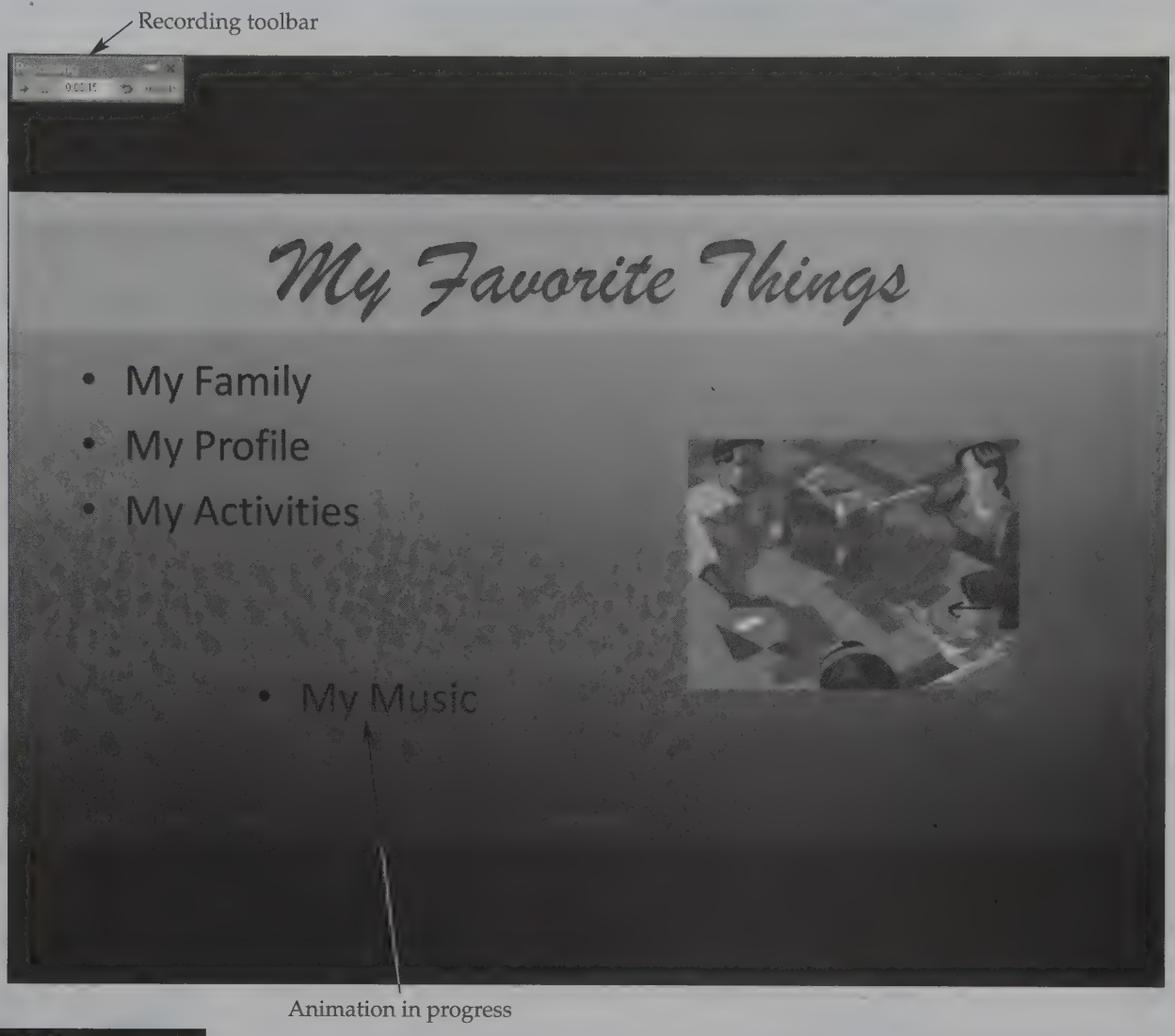

Figure 9-1.

Rehearsing a slide show.

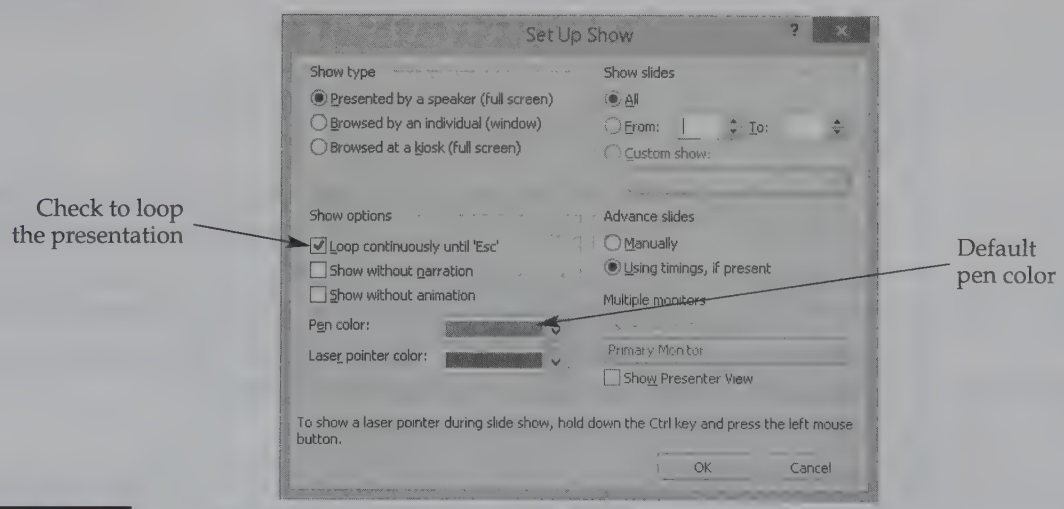

Figure 9-2.

Setting slide show options.

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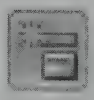
Using Sections

A presentation can be better organized using sections. Sections do not appear in the slide show, rather only appear in the mini slide sorter.



Section

20. Select mini slide 2.
21. Click the **Section** button in the **Slides** group on the **Home** tab of the ribbon, and click **Add Section** in the drop-down menu. An untitled section is added to the mini slides consisting of the current slide and all slides after it, as shown in **Figure 9-3.**

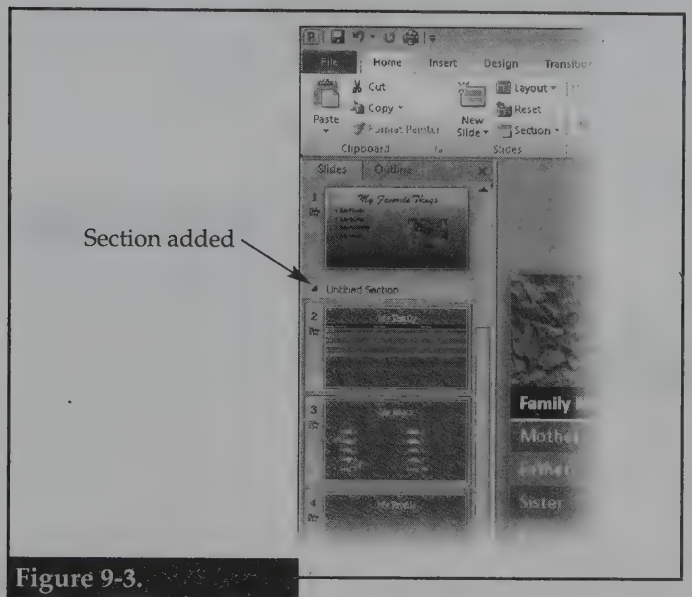


Figure 9-3.

Sections can be used to organize slides in a presentation. Sections are not visible during the presentation.

22. Right-click on the new section name (Untitled Section), and click **Rename** in the shortcut menu.
23. In the dialog box that is displayed, enter the name Demographics, and click the **Rename** button to change the name.
24. Applying what you have learned, add a section containing the last two slides of the presentation. Name the section Fun Slides.
25. Applying what you have learned, rename the Default Section that was automatically added before the first slide to Title.

Custom Slide Show

Often, a presentation may need to be created in which specific slides are omitted. PowerPoint allows a custom slide show to be created by modifying an existing presentation.

Custom Slide Show

26. Click the **Custom Slide Show** button in the **Slide Show** group on the **Slide Show** tab of the ribbon, and click **Custom Shows...** in the drop-down menu.
27. In the **Custom Shows** dialog box, click the **New** button. The **Define Custom Show** dialog box is displayed, as shown in **Figure 9-4.**
28. Click in the **Slide show name:** text box, and enter Empty Items.
29. In the **Slides in presentation:** list, hold down the [Ctrl] key and click each slide that has no content to select them.
30. Click the **Add** button. The selected slides are listed in the **Slides in custom show:** list. These are the slides that will be included in the custom show.
31. Click the **OK** button to create the custom show, which is now listed in the **Custom Shows** dialog box.
32. Click the **Close** button to close the **Custom Shows** dialog box.
33. Click the **Custom Slide Show** button in the **Slide Show** group on the **Slide Show** tab of the ribbon, and click **Empty Items** in the drop-down menu. The custom show is played.
34. Press the [Esc] key to end the show. The [Esc] key must be pressed because earlier the slide show was set up to loop until the key is pressed.
35. Save your work.

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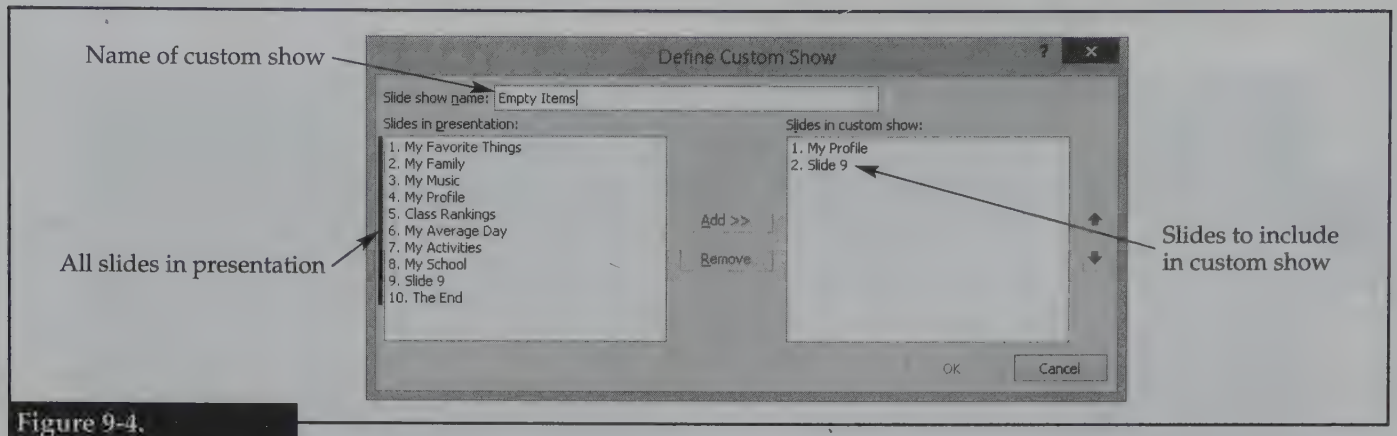

Figure 9-4.

Creating a custom slide show.

Lesson 10 Graphics and Photo Albums

Objectives

Students will add content to a photo album. Students will edit a photo album. Students will adjust images by adding effects and corrections.

How to Begin

1. Locate a photograph of a hummingbird on the Internet, and save it as Hummingbird in your working folder. Be sure to use only images marked as freely distribute, free use, or public domain.
2. Similarly, locate and save photographs of an osprey, falcon, ostrich, kiwi, penguin, and owl.
3. Launch a new blank PowerPoint presentation.
4. Save the file as *LastName*_Photo Album.

Adding Album Content

Photo Album

5. Click the **Photo Album** button in the **Images** group on the **Insert** tab of the ribbon. The Photo Album dialog box is displayed, as shown in **Figure 10-1.**
6. Click the **File/Disk...** button to begin adding images to the album. A standard open dialog box is displayed.
7. Navigate to your working folder, hold down the [Ctrl] key and click each bird photograph, and click the **Insert** button to add to the photo album.

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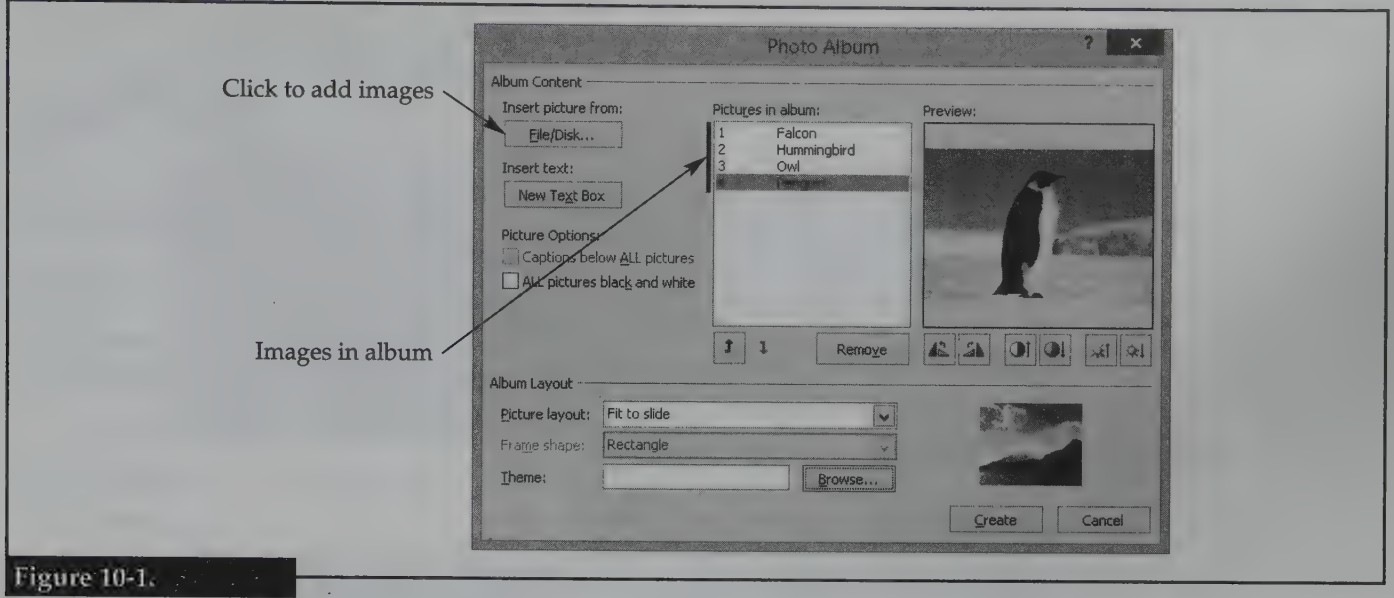

Figure 10-1.

Creating a photo album.

8. In the **Photo Album** dialog box, click the **New Text Box** button. A placeholder for text is added to the list of images in the photo album. Text must be added later after the album is created.
9. Using the up and down arrows at the bottom of the stack of images, rearrange the images to be in alphabetical order from Z to A with the text at the bottom of the stack.
10. Click the **Picture layout:** drop-down arrow, and click **2 pictures with title** in the menu. Notice the preview in the lower-right corner of the dialog box updates to show how the album will appear.
11. Click the **Frame Shape:** drop-down arrow, and click **Simple Frame, Black** in the menu. This adds a thin black frame around each image.
12. Click the **Browse...** button next to the **Theme:** text box, and open the Black Tie theme. You may need to navigate to the default location of Office themes.
13. Click the **Create** button to compile the album, as shown in **Figure 10-2.**

Editing a Photo Album

14. Display the last slide in the album. This is the slide created from the text placeholder.
15. Add the text These are the birds I saw on my vacation! to the text box.
16. Add a title to slide 2 that states Birds of Prey.
17. Add a title to slide 3 that states Friendly Birds.
18. Click the drop-down arrow next to the **Photo Album** button in the **Image** group on the **Insert** tab of the ribbon, and click **Edit Photo Album...** in the drop-down menu.
19. Applying what you have learned, change the album layout to four pictures with title.
20. Applying what you have learned, reorganize the photographs such that the owl, penguin, osprey, and falcon are on slide 1 and all other birds are on slide 2.
21. Remove the ostrich photograph by selecting it in the list and clicking the **Remove** button.

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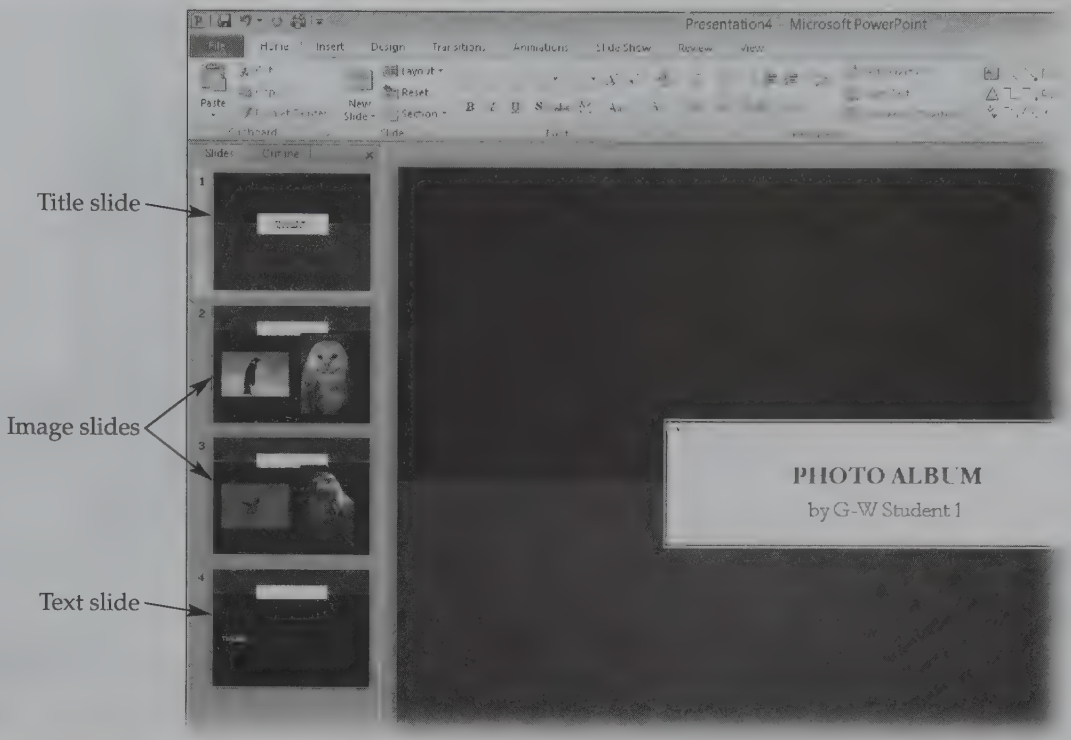

Figure 10-2.

Slides are automatically created as the photo album is created.

22. Check the **Captions below ALL pictures** check box. When this is checked, each image in the album will have a caption below it. The default caption is the file name, but it can be edited later.
23. Click the **Update** button to apply the changes and display the slides.

Adding Effects and Corrections

Corrections

24. Display the slide containing the image of the penguin, and select the image.
25. Click the **Corrections** button in the **Adjust** group on the **Format** on-demand tab in the ribbon, and click the **Sharpen 50%** image tile in the drop-down menu. Notice how the image changes.

Color

26. Display the slide containing the image of the owl, and select the image.
27. Click the **Color** button in the **Adjust** group on the **Format** on-demand tab in the ribbon, and click the **Saturation 200%** image tile in the drop-down menu. Notice how the image changes.

Artistic Effects

28. Display the slide containing the image of the osprey, and select the image.
29. Click the **Artistic Effects** button in the **Adjust** group on the **Format** on-demand tab in the ribbon, and click the **Glass** image tile in the drop-down menu. Notice how the image changes.
30. Applying what you have learned, apply an image adjustment to the image of the owl that will reset the image back to its original state.
31. Save your work.

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Answers

Lesson 1

Activity 1-1

1. **Home**
2. **Transitions**
3. **Slide Show**
4. **Animations**
5. **Design**
6. **Insert**
7. **Review**
8. **View**
9. **Design**
10. **Home**
11. **File**
12. **View**
13. **Home**
14. **Insert**
15. **Review**
16. **Insert**
17. **Home**
18. **View**
19. **Transitions**
20. **Review**
21. **Insert**
22. **View**
23. **Transitions**
24. **Design**
25. **Transitions**
26. **Animations**
27. **Insert**
28. **Animations**
29. **View**
30. **Review**
31. **File**
32. **Insert**
33. **Insert**
34. **Review**
35. **File**
36. **Home**
37. **File**
38. **Slide Show**
39. **File**
40. **Transitions**
41. **Insert**
42. **Design**
43. **Slide Show**
44. **File**
45. **Design**
46. **Review**
47. **Home**
48. **Animations**
49. **Review**
50. **Insert**

Activity 1-2

1. **Paste**; inserts the contents of the clipboard
2. **Cut**; removes the selected content and places it on the clipboard
3. **Save**; saves the document
4. **Copy**; copies the selected content to the clipboard
5. **Format Painter**; copies the formatting of one selection to another selection
6. **Bold**; makes selected text boldface
7. **Text Shadow**; adds a shadow behind selected text
8. **Character Spacing**; adjusts the spacing between characters
9. **Font Color**; changes the color of selected text
10. **Clear All Formatting**; removes all formatting from selected text
11. **Arrange**; changes the order, position, or placement of objects
12. **Quick Styles**; displays a drop-down menu for selecting a visual style for the selected object
13. **Shape Effects**; displays a drop-down menu for applying a visual effect to the selected object
14. **Decrease List Level**; decreases the indentation of the selected paragraph
15. **Align Text Right**; right justifies the selected paragraph
16. **Numbering**; toggles the selected paragraph from or to a numbered list
17. **Bullets**; toggles the selected paragraph from or to a numbered list

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18. **Background Styles**; displays a drop-down menu for selecting the background for the current theme
19. **Find**; finds text in the document
20. **Select**; displays a drop-down menu to select text with similar formatting, object, or the entire document
21. **Preview Transitions**; previews the transitions assigned to the current slide
22. **Replace**; replaces text matching specified criteria with other text
23. **Slide Show from Current Slide**; plays the presentation starting with the current slide
24. **WordArt**; inserts decorative text
25. **Insert Hyperlink**; creates a hyperlink to a web page, document, or location within the current document
26. **Text Box**; inserts a text box
27. **Insert SmartArt Graphic**; inserts decorative graphical information
28. **Spelling**; begins a spell-check of the document
29. **Thesaurus**; suggests similar words to the selected word
30. **Zoom**; allows reduction or enlargement of the view of the document
31. **Add Animation**; displays a drop-down menu for adding an animation to the selected object
32. **Open**; opens a document
33. **Save As**; allows the current document to be saved under a different name or in a different file type
34. **Close**; closes the current document
35. **Undo**; reverses the last action
36. **Repeat** or **Redo**; reinstates an undone action
37. **Effect Options**; displays a drop-down menu for setting the effect direction and sequence for the selected object
38. **Date & Time**; adds the current date and time at the insertion point
39. **Symbol**; displays a drop-down menu that allows insertion of a symbol
40. **Header and Footer**; displays a dialog box that allows for adding, editing, or removing a header or footer
41. **Microsoft PowerPoint Help**; displays the help system for PowerPoint
42. **Table**; displays a drop-down menu for inserting a table onto the slide
43. **Apply to All**; applies the transition settings in the group to all slides in the presentation
44. **Clip Art**; displays the **Clip Art** task pane for adding illustrations, photographs, and sounds to the document
45. **Slide Orientation**; displays a drop-down menu for setting the orientation of the slide
46. **Columns**; displays a drop-down menu for setting the number of columns for the document or selected text
47. **Theme Effects**; displays a drop-down menu for setting the effects for the current theme
48. **Animation Painter**; copies the animation from one object to another
49. **Notes Page View**; displays the notes page, which has a thumbnail of the slide at the top and an area for notes at the bottom
50. **Trigger**; displays a drop-down list for setting a special starting condition for the animation

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